

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

Daniel W. Simms  
Director

Division of Wage  
Determinations

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION

WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Wage Determination No.: 2015-2115

Revision No.: 2

Date of Last Revision: 07/08/2016

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: Florida

Area: Florida Counties of Baker, Clay, Columbia, Duval, Hamilton, Lafayette, Madison, Nassau, Putnam, Saint Johns, Suwannee, Taylor

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
<b>01000 - Administrative Support And Clerical Occupations</b>		
01011 - Accounting Clerk I		12 .14
01012 - Accounting Clerk II		13 .62
01013 - Accounting Clerk III		16 .03
01020 - Administrative Assistant		18 .33
01035 - Court Reporter		15 .07
01051 - Data Entry Operator I		11 .53
01052 - Data Entry Operator II		13 .15
01060 - Dispatcher, Motor Vehicle		16 .75
01070 - Document Preparation Clerk		11 .81
01090 - Duplicating Machine Operator		11 .81
01111 - General Clerk I		10 .83
01112 - General Clerk II		11 .82
01113 - General Clerk III		18 .09
01120 - Housing Referral Assistant		16 .80
01141 - Messenger Courier		10 .89
01191 - Order Clerk I		12 .79

01192 - Order Clerk II	13 .69
01261 - Personnel Assistant (Employment) I	13 .47
01262 - Personnel Assistant (Employment) II	15 .07
01263 - Personnel Assistant (Employment) III	16 .80
01270 - Production Control Clerk	18 .80
01290 - Rental Clerk	12 .50
01300 - Scheduler, Maintenance	13 .47
01311 - Secretary I	13 .47
01312 - Secretary II	15 .07
01313 - Secretary III	16 .80
01320 - Service Order Dispatcher	14 .63
01410 - Supply Technician	18 .33
01420 - Survey Worker	14 .09
01460 - Switchboard Operator/Receptionist	11 .93
01531 - Travel Clerk I	12 .32
01532 - Travel Clerk II	13 .45
01533 - Travel Clerk III	14 .49
01611 - Word Processor I	12 .58
01612 - Word Processor II	15 .29
01613 - Word Processor III	17 .11

**05000 - Automotive Service Occupations**

05005 - Automobile Body Repairer, Fiberglass	18 .96
05010 - Automotive Electrician	16 .74
05040 - Automotive Glass Installer	14 .73
05070 - Automotive Worker	14 .73
05110 - Mobile Equipment Servicer	12 .68
05130 - Motor Equipment Metal Mechanic	17 .19
05160 - Motor Equipment Metal Worker	14 .73
05190 - Motor Vehicle Mechanic	17 .18
05220 - Motor Vehicle Mechanic Helper	12 .01
05250 - Motor Vehicle Upholstery Worker	13 .71
05280 - Motor Vehicle Wrecker	14 .73
05310 - Painter, Automotive	15 .73
05340 - Radiator Repair Specialist	14 .73
05370 - Tire Repairer	11 .70
05400 - Transmission Repair Specialist	17 .19

**07000 - Food Preparation And Service Occupations**

07010 - Baker	11 .75
07041 - Cook I	10 .86
07042 - Cook II	12 .20
07070 - Dishwasher	8 .18
07130 - Food Service Worker	9 .21

07210 - Meat Cutter	13 .65
07260 - Waiter/Waitress	9 .87

**09000 - Furniture Maintenance And Repair Occupations**

09010 - Electrostatic Spray Painter	16 .52
09040 - Furniture Handler	10 .58
09080 - Furniture Refinisher	16 .52
09090 - Furniture Refinisher Helper	12 .29
09110 - Furniture Repairer, Minor	14 .40
09130 - Upholsterer	16 .52

**11000 - General Services And Support Occupations**

11030 - Cleaner, Vehicles	10 .02
11060 - Elevator Operator	10 .02
11090 - Gardener	12 .83
11122 - Housekeeping Aide	11 .17
11150 - Janitor	11 .17
11210 - Laborer, Grounds Maintenance	11 .30
11240 - Maid or Houseman	8 .91
11260 - Pruner	10 .07
11270 - Tractor Operator	12 .66
11330 - Trail Maintenance Worker	11 .30
11360 - Window Cleaner	12 .59

**12000 - Health Occupations**

12010 - Ambulance Driver	15 .60
12011 - Breath Alcohol Technician	17 .67
12012 - Certified Occupational Therapist Assistant	27 .76
12015 - Certified Physical Therapist Assistant	22 .30
12020 - Dental Assistant	16 .28
12025 - Dental Hygienist	27 .39
12030 - EKG Technician	21 .26
12035 - Electroneurodiagnostic Technologist	21 .26
12040 - Emergency Medical Technician	15 .15
12071 - Licensed Practical Nurse I	15 .80
12072 - Licensed Practical Nurse II	17 .67
12073 - Licensed Practical Nurse III	18 .89
12100 - Medical Assistant	13 .57
12130 - Medical Laboratory Technician	17 .22
12160 - Medical Record Clerk	13 .75
12190 - Medical Record Technician	15 .38
12195 - Medical Transcriptionist	15 .65
12210 - Nuclear Medicine Technologist	32 .90
12221 - Nursing Assistant I	10 .38

12222 - Nursing Assistant II	11 .67
12223 - Nursing Assistant III	12 .74
12224 - Nursing Assistant IV	14 .29
12235 - Optical Dispenser	19 .34
12236 - Optical Technician	14 .66
12250 - Pharmacy Technician	14 .44
12280 - Phlebotomist	14 .29
12305 - Radiologic Technologist	23 .35
12311 - Registered Nurse I	23 .41
12312 - Registered Nurse II	28 .64
12313 - Registered Nurse II, Specialist	28 .64
12314 - Registered Nurse III	34 .65
12315 - Registered Nurse III, Anesthetist	34 .65
12316 - Registered Nurse IV	41 .52
12317 - Scheduler (Drug and Alcohol Testing)	20 .99

### **13000 - Information And Arts Occupations**

13011 - Exhibits Specialist I	18 .14
13012 - Exhibits Specialist II	22 .48
13013 - Exhibits Specialist III	27 .50
13041 - Illustrator I	18 .79
13042 - Illustrator II	23 .29
13043 - Illustrator III	28 .49
13047 - Librarian	24 .89
13050 - Library Aide/Clerk	12 .40
13054 - Library Information Technology Systems Administrator	22 .40
13058 - Library Technician	13 .25
13061 - Media Specialist I	16 .22
13062 - Media Specialist II	18 .14
13063 - Media Specialist III	20 .53
13071 - Photographer I	13 .56
13072 - Photographer II	16 .00
13073 - Photographer III	18 .80
13074 - Photographer IV	23 .00
13075 - Photographer V	27 .82
13110 - Video Teleconference Technician	15 .58

### **14000 - Information Technology Occupations**

14041 - Computer Operator I	13 .44
14042 - Computer Operator II	15 .03
14043 - Computer Operator III	16 .96
14044 - Computer Operator IV	20 .82
14045 - Computer Operator V	23 .11
14071 - Computer Programmer I	24 .20

14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15 .41
14160 - Personal Computer Support Technician		20 .82

**15000 - Instructional Occupations**

15010 - Aircrew Training Devices Instructor (Non-Rated)		28 .19
15020 - Aircrew Training Devices Instructor (Rated)		34 .10
15030 - Air Crew Training Devices Instructor (Pilot)		39 .61
15050 - Computer Based Training Specialist / Instructor		26 .70
15060 - Educational Technologist		23 .96
15070 - Flight Instructor (Pilot)		37 .51
15080 - Graphic Artist		22 .77
15090 - Technical Instructor		20 .53
15095 - Technical Instructor/Course Developer		25 .11
15110 - Test Proctor		16 .56
15120 - Tutor		16 .56

**16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations**

16010 - Assembler		8 .67
16030 - Counter Attendant		8 .67
16040 - Dry Cleaner		11 .05
16070 - Finisher, Flatwork, Machine		8 .67
16090 - Presser, Hand		8 .67
16110 - Presser, Machine, Drycleaning		8 .67
16130 - Presser, Machine, Shirts		8 .67
16160 - Presser, Machine, Wearing Apparel, Laundry		8 .67
16190 - Sewing Machine Operator		11 .79
16220 - Tailor		12 .51
16250 - Washer, Machine		9 .44

**19000 - Machine Tool Operation And Repair Occupations**

19010 - Machine-Tool Operator (Tool Room)		16 .70
19040 - Tool And Die Maker		21 .00

**21000 - Materials Handling And Packing Occupations**

21020 - Forklift Operator		15 .29
21030 - Material Coordinator		18 .80
21040 - Material Expediter		18 .80
21050 - Material Handling Laborer		12 .93

21071 - Order Filler	10 .98
21080 - Production Line Worker (Food Processing)	15 .29
21110 - Shipping Packer	14 .88
21130 - Shipping/Receiving Clerk	14 .88
21140 - Store Worker I	9 .85
21150 - Stock Clerk	14 .02
21210 - Tools And Parts Attendant	15 .29
21410 - Warehouse Specialist	15 .29

### **23000 - Mechanics And Maintenance And Repair Occupations**

23010 - Aerospace Structural Welder	25 .15
23021 - Aircraft Mechanic I	23 .72
23022 - Aircraft Mechanic II	25 .15
23023 - Aircraft Mechanic III	26 .71
23040 - Aircraft Mechanic Helper	15 .08
23050 - Aircraft, Painter	20 .64
23060 - Aircraft Servicer	17 .67
23080 - Aircraft Worker	18 .98
23110 - Appliance Mechanic	18 .66
23120 - Bicycle Repairer	12 .87
23125 - Cable Splicer	23 .45
23130 - Carpenter, Maintenance	17 .89
23140 - Carpet Layer	17 .55
23160 - Electrician, Maintenance	20 .10
23181 - Electronics Technician Maintenance I	22 .35
23182 - Electronics Technician Maintenance II	23 .94
23183 - Electronics Technician Maintenance III	25 .41
23260 - Fabric Worker	16 .35
23290 - Fire Alarm System Mechanic	19 .13
23310 - Fire Extinguisher Repairer	15 .12
23311 - Fuel Distribution System Mechanic	23 .13
23312 - Fuel Distribution System Operator	18 .23
23370 - General Maintenance Worker	15 .63
23380 - Ground Support Equipment Mechanic	23 .72
23381 - Ground Support Equipment Servicer	17 .67
23382 - Ground Support Equipment Worker	18 .98
23391 - Gunsmith I	16 .81
23392 - Gunsmith II	18 .67
23393 - Gunsmith III	20 .74
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19 .33
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20 .50
23430 - Heavy Equipment Mechanic	18 .39
23440 - Heavy Equipment Operator	20 .02

23460 - Instrument Mechanic	24 .25
23465 - Laboratory/Shelter Mechanic	18 .79
23470 - Laborer	12 .93
23510 - Locksmith	16 .48
23530 - Machinery Maintenance Mechanic	22 .01
23550 - Machinist, Maintenance	18 .54
23580 - Maintenance Trades Helper	12 .29
23591 - Metrology Technician I	24 .25
23592 - Metrology Technician II	25 .81
23593 - Metrology Technician III	27 .31
23640 - Millwright	20 .21
23710 - Office Appliance Repairer	21 .11
23760 - Painter, Maintenance	16 .52
23790 - Pipefitter, Maintenance	19 .16
23810 - Plumber, Maintenance	18 .01
23820 - Pneudraulic Systems Mechanic	20 .02
23850 - Rigger	19 .65
23870 - Scale Mechanic	17 .55
23890 - Sheet-Metal Worker, Maintenance	19 .44
23910 - Small Engine Mechanic	14 .74
23931 - Telecommunications Mechanic I	23 .49
23932 - Telecommunications Mechanic II	25 .00
23950 - Telephone Lineman	21 .89
23960 - Welder, Combination, Maintenance	16 .90
23965 - Well Driller	20 .02
23970 - Woodcraft Worker	20 .02
23980 - Woodworker	12 .71

**24000 - Personal Needs Occupations**

24570 - Child Care Attendant	9 .49
24580 - Child Care Center Clerk	13 .34
24610 - Chore Aide	9 .44
24620 - Family Readiness And Support Services Coordinator	14 .20
24630 - Homemaker	19 .49

**25000 - Plant And System Operations Occupations**

25010 - Boiler Tender	22 .27
25040 - Sewage Plant Operator	22 .26
25070 - Stationary Engineer	22 .27
25190 - Ventilation Equipment Tender	15 .47
25210 - Water Treatment Plant Operator	22 .26

**27000 - Protective Service Occupations**

27004 - Alarm Monitor	15 .83
-----------------------	--------

27007 - Baggage Inspector	10 .51
27008 - Corrections Officer	15 .87
27010 - Court Security Officer	15 .87
27030 - Detection Dog Handler	13 .68
27040 - Detention Officer	15 .87
27070 - Firefighter	13 .26
27101 - Guard I	10 .51
27102 - Guard II	13 .68
27131 - Police Officer I	19 .58
27132 - Police Officer II	21 .77

**28000 - Recreation Occupations**

28041 - Carnival Equipment Operator	10 .32
28042 - Carnival Equipment Repairer	10 .47
28043 - Carnival Worker	8 .39
28210 - Gate Attendant/Gate Tender	12 .73
28310 - Lifeguard	11 .29
28350 - Park Attendant (Aide)	14 .24
28510 - Recreation Aide/Health Facility Attendant	10 .13
28515 - Recreation Specialist	17 .10
28630 - Sports Official	11 .34
28690 - Swimming Pool Operator	14 .87

**29000 - Stevedoring/Longshoremen Occupational Services**

29010 - Blocker And Bracer	18 .99
29020 - Hatch Tender	18 .99
29030 - Line Handler	18 .99
29041 - Stevedore I	17 .72
29042 - Stevedore II	22 .13

**30000 - Technical Occupations**

30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	35 .77
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	24 .66
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	27 .16
30021 - Archeological Technician I		16 .46
30022 - Archeological Technician II		18 .41
30023 - Archeological Technician III		22 .82
30030 - Cartographic Technician		22 .82
30040 - Civil Engineering Technician		22 .04
30061 - Drafter/CAD Operator I		16 .46
30062 - Drafter/CAD Operator II		18 .41
30063 - Drafter/CAD Operator III		20 .54
30064 - Drafter/CAD Operator IV		25 .27
30081 - Engineering Technician I		13 .90

30082 - Engineering Technician II	16 .57
30083 - Engineering Technician III	20 .34
30084 - Engineering Technician IV	23 .88
30085 - Engineering Technician V	29 .16
30086 - Engineering Technician VI	35 .34
30090 - Environmental Technician	21 .21
30210 - Laboratory Technician	20 .56
30240 - Mathematical Technician	22 .18
30361 - Paralegal/Legal Assistant I	18 .17
30362 - Paralegal/Legal Assistant II	22 .79
30363 - Paralegal/Legal Assistant III	27 .87
30364 - Paralegal/Legal Assistant IV	33 .75
30390 - Photo-Optics Technician	22 .82
30461 - Technical Writer I	22 .03
30462 - Technical Writer II	26 .95
30463 - Technical Writer III	32 .60
30491 - Unexploded Ordnance (UXO) Technician I	22 .74
30492 - Unexploded Ordnance (UXO) Technician II	27 .51
30493 - Unexploded Ordnance (UXO) Technician III	32 .97
30494 - Unexploded (UXO) Safety Escort	22 .74
30495 - Unexploded (UXO) Sweep Personnel	22 .74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 20 .54
30621 - Weather Observer, Senior	(see 2) 22 .82

### **31000 - Transportation/Mobile Equipment Operation Occupations**

31020 - Bus Aide	13 .82
31030 - Bus Driver	18 .11
31043 - Driver Courier	15 .41
31260 - Parking and Lot Attendant	9 .32
31290 - Shuttle Bus Driver	15 .41
31310 - Taxi Driver	10 .42
31361 - Truckdriver, Light	15 .41
31362 - Truckdriver, Medium	18 .16
31363 - Truckdriver, Heavy	19 .44
31364 - Truckdriver, Tractor-Trailer	19 .44

### **99000 - Miscellaneous Occupations**

99030 - Cashier	8 .57
99050 - Desk Clerk	9 .66
99095 - Embalmer	24 .27
99251 - Laboratory Animal Caretaker I	10 .44
99252 - Laboratory Animal Caretaker II	11 .35
99310 - Mortician	24 .27
99410 - Pest Controller	14 .06

99510 - Photofinishing Worker	13 .91
99710 - Recycling Laborer	15 .26
99711 - Recycling Specialist	19 .47
99730 - Refuse Collector	13 .54
99810 - Sales Clerk	12 .62
99820 - School Crossing Guard	11 .25
99830 - Survey Party Chief	20 .53
99831 - Surveying Aide	11 .63
99832 - Surveying Technician	15 .94
99840 - Vending Machine Attendant	11 .62
99841 - Vending Machine Repairer	14 .63
99842 - Vending Machine Repairer Helper	11 .62

---

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE**

Standard Form 1444 (SF-1444)

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill

comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(C)(vi)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate (s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.