

WD 15-2171 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No.: 2015-2171
Revision No.: 2
Date Of Revision: 12/29/2015

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.

State: Illinois

Area: Illinois Counties of Iroquois, Kankakee, La Salle, Livingston

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.25
01012 - Accounting Clerk II		19.37
01013 - Accounting Clerk III		21.66
01020 - Administrative Assistant		28.01
01035 - Court Reporter		20.25
01051 - Data Entry Operator I		14.81
01052 - Data Entry Operator II		16.15
01060 - Dispatcher, Motor Vehicle		22.93
01070 - Document Preparation Clerk		13.67
01090 - Duplicating Machine Operator		13.67
01111 - General Clerk I		12.73
01112 - General Clerk II		13.89
01113 - General Clerk III		16.34
01120 - Housing Referral Assistant		22.12
01141 - Messenger Courier		11.93
01191 - Order Clerk I		15.99
01192 - Order Clerk II		17.58
01261 - Personnel Assistant (Employment) I		17.84
01262 - Personnel Assistant (Employment) II		19.95
01263 - Personnel Assistant (Employment) III		22.24
01270 - Production Control Clerk		21.43
01290 - Rental Clerk		17.41
01300 - Scheduler, Maintenance		18.36
01311 - Secretary I		18.36
01312 - Secretary II		19.84
01313 - Secretary III		22.12
01320 - Service Order Dispatcher		21.04
01410 - Supply Technician		28.01
01420 - Survey Worker		19.19
01460 - Switchboard Operator/Receptionist		13.53
01531 - Travel Clerk I		13.20
01532 - Travel Clerk II		14.27
01533 - Travel Clerk III		15.44
01611 - Word Processor I		15.50
01612 - Word Processor II		17.41
01613 - Word Processor III		19.47
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.34
05010 - Automotive Electrician		24.51
05040 - Automotive Glass Installer		23.47
05070 - Automotive Worker		23.47
05110 - Mobile Equipment Servicer		21.37
05130 - Motor Equipment Metal Mechanic		28.12
05160 - Motor Equipment Metal Worker		23.47
05190 - Motor Vehicle Mechanic		28.63
05220 - Motor Vehicle Mechanic Helper		20.28
05250 - Motor Vehicle Upholstery Worker		22.45
05280 - Motor Vehicle Wrecker		23.47
05310 - Painter, Automotive		23.47

05340	- Radiator Repair Specialist	23.47
05370	- Tire Repairer	16.41
05400	- Transmission Repair Specialist	28.12
07000	- Food Preparation And Service Occupations	
07010	- Baker	15.77
07041	- Cook I	14.43
07042	- Cook II	15.77
07070	- Dishwasher	11.17
07130	- Food Service Worker	11.17
07210	- Meat Cutter	15.77
07260	- Waiter/Waitress	12.02
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	19.79
09040	- Furniture Handler	15.81
09080	- Furniture Refinisher	21.77
09090	- Furniture Refinisher Helper	18.02
09110	- Furniture Repairer, Minor	19.94
09130	- Upholsterer	21.77
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	12.29
11060	- Elevator Operator	12.29
11090	- Gardener	16.87
11122	- Housekeeping Aide	12.75
11150	- Janitor	12.75
11210	- Laborer, Grounds Maintenance	13.50
11240	- Maid or Houseman	12.11
11260	- Pruner	12.35
11270	- Tractor Operator	15.80
11330	- Trail Maintenance Worker	13.50
11360	- Window Cleaner	13.95
12000	- Health Occupations	
12010	- Ambulance Driver	17.84
12011	- Breath Alcohol Technician	18.40
12012	- Certified Occupational Therapist Assistant	25.32
12015	- Certified Physical Therapist Assistant	24.85
12020	- Dental Assistant	14.23
12025	- Dental Hygienist	31.96
12030	- EKG Technician	26.94
12035	- Electroneurodiagnostic Technologist	26.94
12040	- Emergency Medical Technician	18.40
12071	- Licensed Practical Nurse I	18.53
12072	- Licensed Practical Nurse II	20.72
12073	- Licensed Practical Nurse III	23.10
12100	- Medical Assistant	15.77
12130	- Medical Laboratory Technician	19.40
12160	- Medical Record Clerk	16.98
12190	- Medical Record Technician	18.38
12195	- Medical Transcriptionist	17.59
12210	- Nuclear Medicine Technologist	36.15
12221	- Nursing Assistant I	11.40
12222	- Nursing Assistant II	12.82
12223	- Nursing Assistant III	13.99
12224	- Nursing Assistant IV	15.71
12235	- Optical Dispenser	17.70
12236	- Optical Technician	17.48
12250	- Pharmacy Technician	15.58
12280	- Phlebotomist	15.71
12305	- Radiologic Technologist	31.10
12311	- Registered Nurse I	29.17
12312	- Registered Nurse II	32.57
12313	- Registered Nurse II, Specialist	32.57
12314	- Registered Nurse III	38.43
12315	- Registered Nurse III, Anesthetist	38.43
12316	- Registered Nurse IV	46.07
12317	- Scheduler (Drug and Alcohol Testing)	23.53
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	21.51
13012	- Exhibits Specialist II	26.65
13013	- Exhibits Specialist III	32.46
13041	- Illustrator I	22.03
13042	- Illustrator II	27.53
13043	- Illustrator III	32.62
13047	- Librarian	33.74
13050	- Library Aide/Clerk	14.14
13054	- Library Information Technology Systems Administrator	29.74
13058	- Library Technician	17.76
13061	- Media Specialist I	21.16
13062	- Media Specialist II	23.66
13063	- Media Specialist III	26.39
13071	- Photographer I	19.24

13072	- Photographer II	21.51
13073	- Photographer III	26.65
13074	- Photographer IV	32.46
13075	- Photographer V	35.76
13110	- Video Teleconference Technician	17.89
14000	- Information Technology Occupations	
14041	- Computer Operator I	18.11
14042	- Computer Operator II	20.25
14043	- Computer Operator III	22.58
14044	- Computer Operator IV	25.09
14045	- Computer Operator V	27.79
14071	- Computer Programmer I	(see 1) 25.49
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	18.11
14160	- Personal Computer Support Technician	25.09
15000	- Instructional Occupations	
15010	- Aircrew Training Devices Instructor (Non-Rated)	36.22
15020	- Aircrew Training Devices Instructor (Rated)	41.82
15030	- Air Crew Training Devices Instructor (Pilot)	46.94
15050	- Computer Based Training Specialist / Instructor	36.22
15060	- Educational Technologist	28.07
15070	- Flight Instructor (Pilot)	46.94
15080	- Graphic Artist	26.41
15090	- Technical Instructor	27.45
15095	- Technical Instructor/Course Developer	28.07
15110	- Test Proctor	18.53
15120	- Tutor	18.53
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010	- Assembler	9.53
16030	- Counter Attendant	9.53
16040	- Dry Cleaner	12.42
16070	- Finisher, Flatwork, Machine	9.53
16090	- Presser, Hand	9.53
16110	- Presser, Machine, Drycleaning	9.53
16130	- Presser, Machine, Shirts	9.53
16160	- Presser, Machine, Wearing Apparel, Laundry	9.53
16190	- Sewing Machine Operator	13.37
16220	- Tailor	14.31
16250	- Washer, Machine	10.54
19000	- Machine Tool Operation And Repair Occupations	
19010	- Machine-Tool Operator (Tool Room)	23.85
19040	- Tool And Die Maker	28.57
21000	- Materials Handling And Packing Occupations	
21020	- Forklift Operator	16.93
21030	- Material Coordinator	21.74
21040	- Material Expediter	21.74
21050	- Material Handling Laborer	17.45
21071	- Order Filler	13.80
21080	- Production Line Worker (Food Processing)	16.93
21110	- Shipping Packer	17.20
21130	- Shipping/Receiving Clerk	17.20
21140	- Store Worker I	13.87
21150	- Stock Clerk	18.17
21210	- Tools And Parts Attendant	16.93
21410	- Warehouse Specialist	16.93
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	29.96
23021	- Aircraft Mechanic I	28.13
23022	- Aircraft Mechanic II	29.96
23023	- Aircraft Mechanic III	31.40
23040	- Aircraft Mechanic Helper	20.38
23050	- Aircraft, Painter	24.99
23060	- Aircraft Servicer	23.85
23080	- Aircraft Worker	25.02
23110	- Appliance Mechanic	22.70
23120	- Bicycle Repairer	16.41
23125	- Cable Splicer	28.80
23130	- Carpenter, Maintenance	31.86
23140	- Carpet Layer	25.28
23160	- Electrician, Maintenance	34.00
23181	- Electronics Technician Maintenance I	26.30
23182	- Electronics Technician Maintenance II	27.75
23183	- Electronics Technician Maintenance III	29.24
23260	- Fabric Worker	22.20
23290	- Fire Alarm System Mechanic	26.18
23310	- Fire Extinguisher Repairer	21.36

23311	- Fuel Distribution System Mechanic	27.14
23312	- Fuel Distribution System Operator	21.66
23370	- General Maintenance Worker	23.74
23380	- Ground Support Equipment Mechanic	28.13
23381	- Ground Support Equipment Servicer	23.85
23382	- Ground Support Equipment Worker	25.02
23391	- Gunsmith I	21.36
23392	- Gunsmith II	24.07
23393	- Gunsmith III	26.76
23410	- Heating, Ventilation And Air-Conditioning Mechanic	25.69
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	28.95
23430	- Heavy Equipment Mechanic	28.00
23440	- Heavy Equipment Operator	35.02
23460	- Instrument Mechanic	26.18
23465	- Laboratory/Shelter Mechanic	24.84
23470	- Laborer	13.78
23510	- Locksmith	24.84
23530	- Machinery Maintenance Mechanic	23.74
23550	- Machinist, Maintenance	27.64
23580	- Maintenance Trades Helper	19.22
23591	- Metrology Technician I	26.18
23592	- Metrology Technician II	27.46
23593	- Metrology Technician III	28.56
23640	- Millwright	28.64
23710	- Office Appliance Repairer	24.84
23760	- Painter, Maintenance	24.38
23790	- Pipefitter, Maintenance	31.00
23810	- Plumber, Maintenance	29.42
23820	- Pneudraulic Systems Mechanic	26.76
23850	- Rigger	28.80
23870	- Scale Mechanic	24.07
23890	- Sheet-Metal Worker, Maintenance	29.73
23910	- Small Engine Mechanic	23.54
23931	- Telecommunications Mechanic I	27.25
23932	- Telecommunications Mechanic II	28.30
23950	- Telephone Lineman	26.18
23960	- Welder, Combination, Maintenance	21.33
23965	- Well Driller	26.18
23970	- Woodcraft Worker	26.76
23980	- Woodworker	20.55
24000	- Personal Needs Occupations	
24570	- Child Care Attendant	10.86
24580	- Child Care Center Clerk	16.17
24610	- Chore Aide	14.01
24620	- Family Readiness And Support Services Coordinator	14.81
24630	- Homemaker	14.38
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	31.66
25040	- Sewage Plant Operator	26.93
25070	- Stationary Engineer	31.66
25190	- Ventilation Equipment Tender	23.04
25210	- Water Treatment Plant Operator	26.93
27000	- Protective Service Occupations	
27004	- Alarm Monitor	17.11
27007	- Baggage Inspector	12.10
27008	- Corrections Officer	28.69
27010	- Court Security Officer	28.69
27030	- Detection Dog Handler	14.73
27040	- Detention Officer	28.69
27070	- Firefighter	27.04
27101	- Guard I	12.10
27102	- Guard II	14.73
27131	- Police Officer I	30.33
27132	- Police Officer II	33.11
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	13.71
28042	- Carnival Equipment Repairer	14.43
28043	- Carnival Worker	11.17
28210	- Gate Attendant/Gate Tender	16.44
28310	- Lifeguard	13.10
28350	- Park Attendant (Aide)	18.37
28510	- Recreation Aide/Health Facility Attendant	11.40
28515	- Recreation Specialist	18.25
28630	- Sports Official	14.64
28690	- Swimming Pool Operator	20.03
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	23.75
29020	- Hatch Tender	23.75

29030	- Line Handler	23.75
29041	- Stevedore I	22.40
29042	- Stevedore II	25.07
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	39.20
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	27.03
30012	- Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.77
30021	- Archeological Technician I	17.64
30022	- Archeological Technician II	19.76
30023	- Archeological Technician III	26.59
30030	- Cartographic Technician	26.33
30040	- Civil Engineering Technician	25.64
30061	- Drafter/CAD Operator I	17.64
30062	- Drafter/CAD Operator II	19.76
30063	- Drafter/CAD Operator III	21.99
30064	- Drafter/CAD Operator IV	28.96
30081	- Engineering Technician I	17.38
30082	- Engineering Technician II	20.39
30083	- Engineering Technician III	22.81
30084	- Engineering Technician IV	28.26
30085	- Engineering Technician V	34.56
30086	- Engineering Technician VI	40.57
30090	- Environmental Technician	24.28
30210	- Laboratory Technician	22.13
30240	- Mathematical Technician	26.13
30361	- Paralegal/Legal Assistant I	20.55
30362	- Paralegal/Legal Assistant II	25.43
30363	- Paralegal/Legal Assistant III	31.14
30364	- Paralegal/Legal Assistant IV	37.63
30390	- Photo-Optics Technician	26.33
30461	- Technical Writer I	25.16
30462	- Technical Writer II	30.77
30463	- Technical Writer III	37.23
30491	- Unexploded Ordnance (UXO) Technician I	24.91
30492	- Unexploded Ordnance (UXO) Technician II	30.14
30493	- Unexploded Ordnance (UXO) Technician III	36.13
30494	- Unexploded (UXO) Safety Escort	24.91
30495	- Unexploded (UXO) Sweep Personnel	24.91
30620	- Weather Observer, Combined Upper Air Or (see 2)	21.99
30621	- Weather Observer, Senior (see 2)	24.44
31000	- Transportation/Mobile Equipment Operation Occupations	
31020	- Bus Aide	17.27
31030	- Bus Driver	22.93
31043	- Driver Courier	19.14
31260	- Parking and Lot Attendant	11.21
31290	- Shuttle Bus Driver	17.30
31310	- Taxi Driver	12.74
31361	- Truckdriver, Light	17.30
31362	- Truckdriver, Medium	22.78
31363	- Truckdriver, Heavy	24.15
31364	- Truckdriver, Tractor-Trailer	24.15
99000	- Miscellaneous Occupations	
99030	- Cashier	9.94
99050	- Desk Clerk	11.94
99095	- Embalmer	24.65
99251	- Laboratory Animal Caretaker I	19.18
99252	- Laboratory Animal Caretaker II	20.46
99310	- Mortician	30.13
99410	- Pest Controller	19.25
99510	- Photofinishing Worker	12.83
99710	- Recycling Laborer	17.79
99711	- Recycling Specialist	20.42
99730	- Refuse Collector	16.48
99810	- Sales Clerk	12.95
99820	- School Crossing Guard	15.24
99830	- Survey Party Chief	22.51
99831	- Surveying Aide	13.73
99832	- Surveying Technician	17.73
99840	- Vending Machine Attendant	18.25
99841	- Vending Machine Repairer	21.08
99842	- Vending Machine Repairer Helper	18.25

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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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.