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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
Shirley F. Ebbesen Director — Division of Wage Determinations	Wage Determination No.: 2005-2133 Revision No.: 7 Date Of Revision: 10/15/2009

State: Georgia

Area: Georgia Counties of Banks, Barrow, Bartow, Butts, Carroll, Chattooga, Cherokee, Clarke, Clayton, Cobb, Coweta, Dawson, De Kalb, Douglas, Fannin, Fayette, Floyd, Forsyth, Franklin, Fulton, Gilmer, Gordon, Greene, Gwinnett, Habersham, Hall, Haralson, Henry, Jackson, Lumpkin, Madison, Morgan, Murray, Newton, Oconee, Oglethorpe, Paulding, Pickens, Polk, Rabun, Rockdale, Spalding, Stephens, Towns, Union, Walton, White, Whitfield

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.40
01012 - Accounting Clerk II		15.04
01013 - Accounting Clerk III		16.83
01020 - Administrative Assistant		26.66
01040 - Court Reporter		20.93
01051 - Data Entry Operator I		13.84
01052 - Data Entry Operator II		15.70
01060 - Dispatcher, Motor Vehicle		19.15
01070 - Document Preparation Clerk		13.16
01090 - Duplicating Machine Operator		13.16
01111 - General Clerk I		13.30
01112 - General Clerk II		14.84
01113 - General Clerk III		15.97
01120 - Housing Referral Assistant		21.85
01141 - Messenger Courier		11.70
01191 - Order Clerk I		12.48
01192 - Order Clerk II		14.20
01261 - Personnel Assistant (Employment) I		15.22
01262 - Personnel Assistant (Employment) II		17.03
01263 - Personnel Assistant (Employment) III		19.00
01270 - Production Control Clerk		20.48
01280 - Receptionist		13.41
01290 - Rental Clerk		14.34
01300 - Scheduler, Maintenance		16.03
01311 - Secretary I		15.08
01312 - Secretary II		17.39
01313 - Secretary III		19.89
01320 - Service Order Dispatcher		15.87
01410 - Supply Technician		26.66
01420 - Survey Worker		16.73
01531 - Travel Clerk I		13.66
01532 - Travel Clerk II		14.92
01533 - Travel Clerk III		16.07
01611 - Word Processor I		13.25
01612 - Word Processor II		14.87
01613 - Word Processor III		16.64
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.25

05010 - Automotive Electrician	20.52
05040 - Automotive Glass Installer	19.22
05070 - Automotive Worker	19.22
05110 - Mobile Equipment Servicer	16.64
05130 - Motor Equipment Metal Mechanic	21.60
05160 - Motor Equipment Metal Worker	19.22
05190 - Motor Vehicle Mechanic	21.60
05220 - Motor Vehicle Mechanic Helper	16.72
05250 - Motor Vehicle Upholstery Worker	18.14
05280 - Motor Vehicle Wrecker	19.22
05310 - Painter, Automotive	20.52
05340 - Radiator Repair Specialist	19.22
05370 - Tire Repairer	13.80
05400 - Transmission Repair Specialist	21.60
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.20
07041 - Cook I	11.95
07042 - Cook II	13.58
07070 - Dishwasher	10.24
07130 - Food Service Worker	10.01
07210 - Meat Cutter	12.57
07260 - Waiter/Waitress	8.17
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.64
09040 - Furniture Handler	12.05
09080 - Furniture Refinisher	15.46
09090 - Furniture Refinisher Helper	11.95
09110 - Furniture Repairer, Minor	14.06
09130 - Upholsterer	15.46
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.22
11060 - Elevator Operator	9.22
11090 - Gardener	14.32
11122 - Housekeeping Aide	10.13
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	10.99
11240 - Maid or Houseman	9.15
11260 - Pruner	13.31
11270 - Tractor Operator	13.81
11330 - Trail Maintenance Worker	10.99
11360 - Window Cleaner	12.46
12000 - Health Occupations	
12010 - Ambulance Driver	16.54
12011 - Breath Alcohol Technician	19.89
12012 - Certified Occupational Therapist Assistant	23.17
12015 - Certified Physical Therapist Assistant	22.52
12020 - Dental Assistant	16.11
12025 - Dental Hygienist	31.82
12030 - EKG Technician	20.47
12035 - Electroneurodiagnostic Technologist	20.47
12040 - Emergency Medical Technician	16.75
12071 - Licensed Practical Nurse I	17.72
12072 - Licensed Practical Nurse II	19.89
12073 - Licensed Practical Nurse III	21.97
12100 - Medical Assistant	14.18
12130 - Medical Laboratory Technician	16.93
12160 - Medical Record Clerk	13.71
12190 - Medical Record Technician	15.03
12195 - Medical Transcriptionist	16.01
12210 - Nuclear Medicine Technologist	31.29
12221 - Nursing Assistant I	9.24
12222 - Nursing Assistant II	10.39
12223 - Nursing Assistant III	11.34

12224 - Nursing Assistant IV		13.10
12235 - Optical Dispenser		16.89
12236 - Optical Technician		15.13
12250 - Pharmacy Technician		14.87
12280 - Phlebotomist		13.10
12305 - Radiologic Technologist		23.94
12311 - Registered Nurse I		24.78
12312 - Registered Nurse II		29.17
12313 - Registered Nurse II, Specialist		29.17
12314 - Registered Nurse III		35.25
12315 - Registered Nurse III, Anesthetist		35.25
12316 - Registered Nurse IV		42.25
12317 - Scheduler (Drug and Alcohol Testing)		18.26
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		20.57
13012 - Exhibits Specialist II		23.52
13013 - Exhibits Specialist III		28.34
13041 - Illustrator I		20.89
13042 - Illustrator II		23.52
13043 - Illustrator III		28.34
13047 - Librarian		27.98
13050 - Library Aide/Clerk		12.17
13054 - Library Information Technology Systems Administrator		25.27
13058 - Library Technician		14.50
13061 - Media Specialist I		17.94
13062 - Media Specialist II		20.09
13063 - Media Specialist III		22.37
13071 - Photographer I		14.44
13072 - Photographer II		15.01
13073 - Photographer III		18.59
13074 - Photographer IV		22.40
13075 - Photographer V		23.86
13110 - Video Teleconference Technician		16.40
14000 - Information Technology Occupations		
14041 - Computer Operator I		17.20
14042 - Computer Operator II		19.24
14043 - Computer Operator III		21.45
14044 - Computer Operator IV		23.84
14045 - Computer Operator V		26.40
14071 - Computer Programmer I	(see 1)	25.09
14072 - Computer Programmer II	(see 1)	25.31
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		17.20
14160 - Personal Computer Support Technician		23.84
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		27.52
15020 - Aircrew Training Devices Instructor (Rated)		34.35
15030 - Air Crew Training Devices Instructor (Pilot)		39.94
15050 - Computer Based Training Specialist / Instructor		28.13
15060 - Educational Technologist		26.30
15070 - Flight Instructor (Pilot)		39.94
15080 - Graphic Artist		24.69
15090 - Technical Instructor		23.15
15095 - Technical Instructor/Course Developer		28.31
15110 - Test Proctor		18.68
15120 - Tutor		18.68
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.47

16030 - Counter Attendant	9.47
16040 - Dry Cleaner	12.49
16070 - Finisher, Flatwork, Machine	9.47
16090 - Presser, Hand	9.47
16110 - Presser, Machine, Drycleaning	9.47
16130 - Presser, Machine, Shirts	9.47
16160 - Presser, Machine, Wearing Apparel, Laundry	9.47
16190 - Sewing Machine Operator	13.54
16220 - Tailor	14.57
16250 - Washer, Machine	10.59
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.46
19040 - Tool And Die Maker	22.45
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.74
21030 - Material Coordinator	19.21
21040 - Material Expediter	19.21
21050 - Material Handling Laborer	13.01
21071 - Order Filler	13.06
21080 - Production Line Worker (Food Processing)	14.74
21110 - Shipping Packer	13.35
21130 - Shipping/Receiving Clerk	13.94
21140 - Store Worker I	11.48
21150 - Stock Clerk	16.17
21210 - Tools And Parts Attendant	14.74
21410 - Warehouse Specialist	14.74
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.60
23021 - Aircraft Mechanic I	24.49
23022 - Aircraft Mechanic II	25.60
23023 - Aircraft Mechanic III	26.88
23040 - Aircraft Mechanic Helper	17.19
23050 - Aircraft, Painter	21.12
23060 - Aircraft Servicer	19.73
23080 - Aircraft Worker	20.99
23110 - Appliance Mechanic	18.74
23120 - Bicycle Repairer	12.83
23125 - Cable Splicer	20.85
23130 - Carpenter, Maintenance	19.28
23140 - Carpet Layer	16.58
23160 - Electrician, Maintenance	22.60
23181 - Electronics Technician Maintenance I	19.09
23182 - Electronics Technician Maintenance II	24.64
23183 - Electronics Technician Maintenance III	26.34
23260 - Fabric Worker	15.61
23290 - Fire Alarm System Mechanic	17.12
23310 - Fire Extinguisher Repairer	13.98
23311 - Fuel Distribution System Mechanic	20.61
23312 - Fuel Distribution System Operator	16.03
23370 - General Maintenance Worker	17.92
23380 - Ground Support Equipment Mechanic	24.49
23381 - Ground Support Equipment Servicer	19.73
23382 - Ground Support Equipment Worker	20.99
23391 - Gunsmith I	18.65
23392 - Gunsmith II	20.94
23393 - Gunsmith III	21.98
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.81
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	21.85
23430 - Heavy Equipment Mechanic	21.25
23440 - Heavy Equipment Operator	18.92
23460 - Instrument Mechanic	22.45

23465 - Laboratory/Shelter Mechanic	17.76
23470 - Laborer	11.55
23510 - Locksmith	15.46
23530 - Machinery Maintenance Mechanic	19.72
23550 - Machinist, Maintenance	18.32
23580 - Maintenance Trades Helper	12.53
23591 - Metrology Technician I	22.45
23592 - Metrology Technician II	23.57
23593 - Metrology Technician III	24.75
23640 - Millwright	21.52
23710 - Office Appliance Repairer	18.91
23760 - Painter, Maintenance	16.35
23790 - Pipefitter, Maintenance	20.30
23810 - Plumber, Maintenance	19.33
23820 - Pneudraulic Systems Mechanic	18.99
23850 - Rigger	21.30
23870 - Scale Mechanic	16.58
23890 - Sheet-Metal Worker, Maintenance	19.19
23910 - Small Engine Mechanic	16.93
23931 - Telecommunications Mechanic I	24.67
23932 - Telecommunications Mechanic II	27.23
23950 - Telephone Lineman	20.19
23960 - Welder, Combination, Maintenance	16.33
23965 - Well Driller	17.53
23970 - Woodcraft Worker	18.99
23980 - Woodworker	13.76
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.36
24580 - Child Care Center Clerk	12.39
24610 - Chore Aide	10.93
24620 - Family Readiness And Support Services Coordinator	14.01
24630 - Homemaker	16.76
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.71
25040 - Sewage Plant Operator	17.06
25070 - Stationary Engineer	21.71
25190 - Ventilation Equipment Tender	13.46
25210 - Water Treatment Plant Operator	17.06
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.85
27007 - Baggage Inspector	12.47
27008 - Corrections Officer	14.66
27010 - Court Security Officer	17.23
27030 - Detection Dog Handler	16.44
27040 - Detention Officer	15.32
27070 - Firefighter	17.77
27101 - Guard I	12.47
27102 - Guard II	16.44
27131 - Police Officer I	19.25
27132 - Police Officer II	21.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.53
28042 - Carnival Equipment Repairer	12.24
28043 - Carnival Equpment Worker	7.90
28210 - Gate Attendant/Gate Tender	14.25
28310 - Lifeguard	11.33
28350 - Park Attendant (Aide)	15.94
28510 - Recreation Aide/Health Facility Attendant	9.22
28515 - Recreation Specialist	12.41
28630 - Sports Official	11.75
28690 - Swimming Pool Operator	18.99
29000 - Stevedoring/Longshoremen Occupational Services	

29010 - Blocker And Bracer		18.97
29020 - Hatch Tender		18.97
29030 - Line Handler		18.97
29041 - Stevedore I		17.78
29042 - Stevedore II		20.31
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	36.60
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	25.24
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	27.79
30021 - Archeological Technician I		19.76
30022 - Archeological Technician II		21.21
30023 - Archeological Technician III		27.39
30030 - Cartographic Technician		25.92
30040 - Civil Engineering Technician		19.26
30061 - Drafter/CAD Operator I		19.76
30062 - Drafter/CAD Operator II		21.21
30063 - Drafter/CAD Operator III		23.33
30064 - Drafter/CAD Operator IV		28.80
30081 - Engineering Technician I		16.09
30082 - Engineering Technician II		19.31
30083 - Engineering Technician III		20.68
30084 - Engineering Technician IV		24.58
30085 - Engineering Technician V		30.06
30086 - Engineering Technician VI		33.65
30090 - Environmental Technician		22.75
30210 - Laboratory Technician		17.80
30240 - Mathematical Technician		22.75
30361 - Paralegal/Legal Assistant I		19.41
30362 - Paralegal/Legal Assistant II		24.05
30363 - Paralegal/Legal Assistant III		29.41
30364 - Paralegal/Legal Assistant IV		34.18
30390 - Photo-Optics Technician		26.06
30461 - Technical Writer I		26.07
30462 - Technical Writer II		29.01
30463 - Technical Writer III		34.75
30491 - Unexploded Ordnance (UXO) Technician I		23.26
30492 - Unexploded Ordnance (UXO) Technician II		28.14
30493 - Unexploded Ordnance (UXO) Technician III		33.73
30494 - Unexploded (UXO) Safety Escort		23.26
30495 - Unexploded (UXO) Sweep Personnel		23.26
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	23.33
30621 - Weather Observer, Senior	(see 2)	27.39
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.49
31030 - Bus Driver		17.43
31043 - Driver Courier		13.10
31260 - Parking and Lot Attendant		9.40
31290 - Shuttle Bus Driver		14.30
31310 - Taxi Driver		10.70
31361 - Truckdriver, Light		14.30
31362 - Truckdriver, Medium		15.81
31363 - Truckdriver, Heavy		18.97
31364 - Truckdriver, Tractor-Trailer		18.97
99000 - Miscellaneous Occupations		
99030 - Cashier		9.25
99050 - Desk Clerk		10.05
99095 - Embalmer		24.45
99251 - Laboratory Animal Caretaker I		9.12
99252 - Laboratory Animal Caretaker II		10.03
99310 - Mortician		26.90
99410 - Pest Controller		14.59
99510 - Photofinishing Worker		14.95

99710 - Recycling Laborer	14.69
99711 - Recycling Specialist	18.48
99730 - Refuse Collector	12.78
99810 - Sales Clerk	13.50
99820 - School Crossing Guard	13.53
99830 - Survey Party Chief	18.87
99831 - Surveying Aide	11.07
99832 - Surveying Technician	15.59
99840 - Vending Machine Attendant	11.69
99841 - Vending Machine Repairer	14.27
99842 - Vending Machine Repairer Helper	11.69

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $3.35 per hour or $134.00 per week or $580.66 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 8 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. (Reg. 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 4174)

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 ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, 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 regrading 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 ordance, (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 ordance, 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 ordance, 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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at http://www.dol.gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

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. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (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 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, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

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 insure 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.