ATTACHMENT 2

wage determination 2005-2391
WD 05-2391 (Rev.-8) was first posted on www.wdol.gov on 11/10/2009
****

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.: 2005-2391 Revision No.: 8 Date Of Revision: 11/02/2009

States: North Carolina, South Carolina

Area: North Carolina Counties of Alexander, Anson, Cabarrus, Catawba, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, Union, Wilkes

South Carolina Counties of Chesterfield, Lancaster, York

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.15
01012 - Accounting Clerk II		15.22
01013 - Accounting Clerk III		17.29
01020 - Administrative Assistant		26.85
01040 - Court Reporter		19.88
01051 - Data Entry Operator I		11.44
01052 - Data Entry Operator II		13.00
01060 - Dispatcher, Motor Vehicle		17.75
01070 - Document Preparation Clerk		12.50
01090 - Duplicating Machine Operator		12.50
01111 - General Clerk I		11.41
01112 - General Clerk II		12.45
01113 - General Clerk III		13.98
01120 - Housing Referral Assistant		22.66
01141 - Messenger Courier		11.51
01191 - Order Clerk I		11.39
01192 - Order Clerk II		12.76
01261 - Personnel Assistant (Employment) I		14.65
01262 - Personnel Assistant (Employment) II		16.39
01263 - Personnel Assistant (Employment) III		18.25
01270 - Production Control Clerk		17.80
01280 - Receptionist		13.87
01290 - Rental Clerk		15.18
01300 - Scheduler, Maintenance		17.63
01311 - Secretary I		17.63
01312 - Secretary II		19.88
01313 - Secretary III		22.66
01320 - Service Order Dispatcher		14.82
01410 - Supply Technician		26.85
01420 - Survey Worker		18.35
01531 - Travel Clerk I		10.66
01532 - Travel Clerk II		11.35
01533 - Travel Clerk III		12.10
01611 - Word Processor I		14.61
01612 - Word Processor II		16.59
01613 - Word Processor III		18.55
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		22.91
05010 - Automotive Electrician		20.10
05040 - Automotive Glass Installer		18.55

05070 - Automotive Worker	19.02
05110 - Mobile Equipment Servicer	16.55
05130 - Motor Equipment Metal Mechanic	21.12
05160 - Motor Equipment Metal Worker	19.02
05190 - Motor Vehicle Mechanic	21.12
05220 - Motor Vehicle Mechanic Helper	15.60
05250 - Motor Vehicle Upholstery Worker	18.11
05280 - Motor Vehicle Wrecker	19.02
05310 - Painter, Automotive	20.10
05340 - Radiator Repair Specialist	19.02
05370 - Tire Repairer	11.47
05400 - Transmission Repair Specialist	21.12
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.03
07041 - Cook I	10.33
07042 - Cook II	11.59
07070 - Dishwasher	8.88
07130 - Food Service Worker	8.77
07210 - Meat Cutter	13.45
07260 - Waiter/Waitress	8.32
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.37
09040 - Furniture Handler	10.92
09080 - Furniture Refinisher	13.98
09090 - Furniture Refinisher Helper	11.19
09110 - Furniture Repairer, Minor	12.51
09130 - Upholsterer	16.28
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.61
11060 - Elevator Operator	10.52
11090 - Gardener	13.20
11122 - Housekeeping Aide	10.66
11150 - Janitor	10.90
11210 - Laborer, Grounds Maintenance	10.88
11240 - Maid or Houseman	8.70
11260 - Pruner	9.63
11270 - Tractor Operator	12.56
11330 - Trail Maintenance Worker	10.88
11360 - Window Cleaner	11.92
12000 - Health Occupations	
12010 - Ambulance Driver	16.09
12011 - Breath Alcohol Technician	17.96
12012 - Certified Occupational Therapist Assistant	22.36
12015 - Certified Physical Therapist Assistant	23.28
12020 - Dental Assistant	19.04
12025 - Dental Hygienist	30.82
12030 - EKG Technician	22.99
12035 - Electroneurodiagnostic Technologist	22.64
12040 - Emergency Medical Technician	16.09
12071 - Licensed Practical Nurse I	16.06
12072 - Licensed Practical Nurse II	17.96
12073 - Licensed Practical Nurse III	20.03
12100 - Medical Assistant	13.60
12130 - Medical Laboratory Technician	17.36
12160 - Medical Record Clerk	13.66
12190 - Medical Record Technician	15.30
12195 - Medical Transcriptionist	16.02
12210 - Nuclear Medicine Technologist	30.29
12221 - Nursing Assistant I	10.14
12222 - Nursing Assistant II	11.40
12223 - Nursing Assistant III	12.44
12224 - Nursing Assistant IV	13.96
12235 - Optical Dispenser	18.07

12236 - Optical Technician		13.71
12250 - Pharmacy Technician		13.57
12280 - Phlebotomist		13.96
12305 - Radiologic Technologist		25.63
12311 - Registered Nurse I		23.00
12312 - Registered Nurse II		28.17
12313 - Registered Nurse II, Specialist		28.17
12314 - Registered Nurse III		34.09
12315 - Registered Nurse III, Anesthetist		34.09
12316 - Registered Nurse IV		40.82
12317 - Scheduler (Drug and Alcohol Testing)		20.36
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		17.42
13012 - Exhibits Specialist II		21.58
13013 - Exhibits Specialist III		26.44
13041 - Illustrator I		17.42
13042 - Illustrator II		21.58
13043 - Illustrator III		26.44
13047 - Librarian		23.91
13050 - Library Aide/Clerk		12.09
13054 - Library Information Technology Systems Administrator		20.61
13058 - Library Technician		14.48
13061 - Media Specialist I		15.58
13062 - Media Specialist II		17.42
13063 - Media Specialist III		19.43
13071 - Photographer I		15.85
13072 - Photographer II		17.73
13073 - Photographer III		21.96
13074 - Photographer IV		26.87
13075 - Photographer V		32.51
13110 - Video Teleconference Technician		16.37
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.93
14042 - Computer Operator II		17.81
14043 - Computer Operator III		19.86
14044 - Computer Operator IV		22.06
14045 - Computer Operator V		24.44
14071 - Computer Programmer I	(see 1)	21.04
14072 - Computer Programmer II	(see 1)	26.95
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		15.93
14160 - Personal Computer Support Technician		22.90
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		27.23
15020 - Aircrew Training Devices Instructor (Rated)		32.97
15030 - Air Crew Training Devices Instructor (Pilot)		39.52
15050 - Computer Based Training Specialist / Instructor		27.62
15060 - Educational Technologist		24.75
15070 - Flight Instructor (Pilot)		39.52
15080 - Graphic Artist		22.63
15090 - Technical Instructor		22.83
15095 - Technical Instructor/Course Developer		27.94
15110 - Test Proctor		18.63
15120 - Tutor		18.63
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		8.39
16030 - Counter Attendant		8.39
16040 - Dry Cleaner		10.36

16070 - Finisher, Flatwork, Machine	8.39
16090 - Presser, Hand	8.39
16110 - Presser, Machine, Drycleaning	8.39
16130 - Presser, Machine, Shirts	8.39
16160 - Presser, Machine, Wearing Apparel, Laundry	8.39
16190 - Sewing Machine Operator	10.95
16220 - Tailor	11.55
16250 - Washer, Machine	9.01
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.78
19040 - Tool And Die Maker	20.30
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.97
21030 - Material Coordinator	17.80
21040 - Material Expediter	17.80
21050 - Material Handling Laborer	11.82
21071 - Order Filler	11.84
21080 - Production Line Worker (Food Processing)	14.97
21110 - Shipping Packer	14.62
21130 - Shipping/Receiving Clerk	14.62
21140 - Store Worker I	10.29
21150 - Stock Clerk	14.53
21210 - Tools And Parts Attendant	14.97
21410 - Warehouse Specialist	14.97
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.17
23021 - Aircraft Mechanic I	21.11
23022 - Aircraft Mechanic II	22.17
23023 - Aircraft Mechanic III	23.28
23040 - Aircraft Mechanic Helper	16.05
23050 - Aircraft, Painter	20.52
23060 - Aircraft Servicer	17.94
23080 - Aircraft Worker	19.00
23110 - Appliance Mechanic	18.11
23120 - Bicycle Repairer	11.38
23125 - Cable Splicer	23.71
23130 - Carpenter, Maintenance	16.08
23140 - Carpet Layer	14.86
23160 - Electrician, Maintenance	19.24
23181 - Electronics Technician Maintenance I	19.60
23182 - Electronics Technician Maintenance II	21.12
23183 - Electronics Technician Maintenance III	24.85
23260 - Fabric Worker	15.61
23290 - Fire Alarm System Mechanic	19.37
23310 - Fire Extinguisher Repairer	15.76
23311 - Fuel Distribution System Mechanic	21.55
23312 - Fuel Distribution System Operator	18.53
23370 - General Maintenance Worker	17.55
23380 - Ground Support Equipment Mechanic	21.11
23381 - Ground Support Equipment Servicer	17.94
23382 - Ground Support Equipment Worker	19.00
23391 - Gunsmith I	15.76
23392 - Gunsmith II	17.68
23393 - Gunsmith III	20.16
23410 - Heating, Ventilation And Air-Conditioning Mechanic	19.95
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	20.96
23430 - Heavy Equipment Mechanic	18.59
23440 - Heavy Equipment Operator	15.93
23460 - Instrument Mechanic	21.41
23465 - Laboratory/Shelter Mechanic	18.69
23470 - Laborer	11.82

23510 - Locksmith	18.57
23530 - Machinery Maintenance Mechanic	22.08
23550 - Machinist, Maintenance	17.01
23580 - Maintenance Trades Helper	12.80
23591 - Metrology Technician I	21.11
23592 - Metrology Technician II	22.17
23593 - Metrology Technician III	23.18
23640 - Millwright	21.55
23710 - Office Appliance Repairer	20.26
23760 - Painter, Maintenance	14.94
23790 - Pipefitter, Maintenance	20.62
23810 - Plumber, Maintenance	17.64
23820 - Pneudraulic Systems Mechanic	19.63
23850 - Rigger	19.63
23870 - Scale Mechanic	17.68
23890 - Sheet-Metal Worker, Maintenance	15.74
23910 - Small Engine Mechanic	13.97
23931 - Telecommunications Mechanic I	25.39
23932 - Telecommunications Mechanic II	26.65
23950 - Telephone Lineman	19.90
23960 - Welder, Combination, Maintenance	16.79
23965 - Well Driller	17.57
23970 - Woodcraft Worker	19.63
23980 - Woodworker	12.97
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.49
24580 - Child Care Center Clerk	11.83
24610 - Chore Aide	9.24
24620 - Family Readiness And Support Services Coordinator	13.30
24630 - Homemaker	13.15
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.29
25040 - Sewage Plant Operator	17.00
25070 - Stationary Engineer	19.29
25190 - Ventilation Equipment Tender	13.48
25210 - Water Treatment Plant Operator	17.00
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.00
27007 - Baggage Inspector	11.41
27008 - Corrections Officer	15.82
27010 - Court Security Officer	18.12
27030 - Detection Dog Handler	15.13
27040 - Detention Officer	15.82
27070 - Firefighter	18.54
27101 - Guard I	11.41
27102 - Guard II	15.13
27131 - Police Officer I	19.63
27132 - Police Officer II	21.81
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.73
28042 - Carnival Equipment Repairer	11.40
28043 - Carnival Equpment Worker	8.45
28210 - Gate Attendant/Gate Tender	14.00
28310 - Lifeguard	12.47
28350 - Park Attendant (Aide)	15.66
28510 - Recreation Aide/Health Facility Attendant	11.54
28515 - Recreation Specialist	16.60
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	17.14
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.68
29020 - Hatch Tender	18.68

29030 - Line Handler		18.68
29041 - Stevedore I		17.72
29042 - Stevedore II		19.77
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	34.02
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	24.24
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	26.69
30021 - Archeological Technician I		15.12
30022 - Archeological Technician II		17.55
30023 - Archeological Technician III		23.01
30030 - Cartographic Technician		23.07
30040 - Civil Engineering Technician		20.05
30061 - Drafter/CAD Operator I		15.10
30062 - Drafter/CAD Operator II		18.89
30063 - Drafter/CAD Operator III		20.96
30064 - Drafter/CAD Operator IV		23.15
30081 - Engineering Technician I		15.07
30082 - Engineering Technician II		16.92
30083 - Engineering Technician III		18.92
30084 - Engineering Technician IV		23.44
30085 - Engineering Technician V		28.68
30086 - Engineering Technician VI		34.70
30090 - Environmental Technician		19.67
30210 - Laboratory Technician		19.82
30240 - Mathematical Technician		23.04
30361 - Paralegal/Legal Assistant I		16.84
30362 - Paralegal/Legal Assistant II		20.86
30363 - Paralegal/Legal Assistant III		25.52
30364 - Paralegal/Legal Assistant IV		30.88
30390 - Photo-Optics Technician		23.07
30461 - Technical Writer I		20.21
30462 - Technical Writer II		24.73
30463 - Technical Writer III		29.10
30491 - Unexploded Ordnance (UXO) Technician I		22.34
30492 - Unexploded Ordnance (UXO) Technician II		27.03
30493 - Unexploded Ordnance (UXO) Technician III		32.40
30494 - Unexploded (UXO) Safety Escort		22.34
30495 - Unexploded (UXO) Sweep Personnel		22.34
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	20.96
30621 - Weather Observer, Senior	(see 2)	21.17
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		11.91
31030 - Bus Driver		16.02
31043 - Driver Courier		14.27
31260 - Parking and Lot Attendant		10.34
31290 - Shuttle Bus Driver		15.25
31310 - Taxi Driver		10.25
31361 - Truckdriver, Light		15.25
31362 - Truckdriver, Medium		16.90
31363 - Truckdriver, Heavy		18.25
31364 - Truckdriver, Tractor-Trailer		18.25
99000 - Miscellaneous Occupations		
99030 - Cashier		9.13
99050 - Desk Clerk		10.24
99095 - Embalmer		22.64
99251 - Laboratory Animal Caretaker I		9.85
99252 - Laboratory Animal Caretaker II		10.53
99310 - Mortician		27.89
99410 - Pest Controller		14.71
99510 - Photofinishing Worker		11.92
99710 - Recycling Laborer		14.34
99711 - Recycling Specialist		16.99

99730 - Refuse Collector	12.71
99810 - Sales Clerk	11.28
99820 - School Crossing Guard	11.42
99830 - Survey Party Chief	18.00
99831 - Surveying Aide	12.14
99832 - Surveying Technician	16.63
99840 - Vending Machine Attendant	11.92
99841 - Vending Machine Repairer	14.16
99842 - Vending Machine Repairer Helper	11.92

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; 3 weeks after 10 years, and 4 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. (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.