

"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

██████████
Director

Division of
Wage Determinations

Wage Determination No.: 2015-4847
Revision No.: 30
Date Of Last Revision: 07/08/2025

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least ████████ 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 2025.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least ████████ 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 2025.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts.

State: Michigan

Area: Michigan Counties of Kent, Ottawa

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		██████████
01011 - Accounting Clerk I		
01012 - Accounting Clerk II		
01013 - Accounting Clerk III		
01020 - Administrative Assistant		
01035 - Court Reporter		
01041 - Customer Service Representative I		
01042 - Customer Service Representative II		
01043 - Customer Service Representative III		
01051 - Data Entry Operator I		
01052 - Data Entry Operator II		
01060 - Dispatcher, Motor Vehicle		
01070 - Document Preparation Clerk		
01090 - Duplicating Machine Operator		
01111 - General Clerk I		
01112 - General Clerk II		
01113 - General Clerk III		

01120 - Housing Referral Assistant
01141 - Messenger Courier
01191 - Order Clerk I
01192 - Order Clerk II
01261 - Personnel Assistant (Employment) I
01262 - Personnel Assistant (Employment) II
01263 - Personnel Assistant (Employment) III
01270 - Production Control Clerk
01290 - Rental Clerk
01300 - Scheduler, Maintenance
01311 - Secretary I
01312 - Secretary II
01313 - Secretary III
01320 - Service Order Dispatcher
01410 - Supply Technician
01420 - Survey Worker
01460 - Switchboard Operator/Receptionist
01531 - Travel Clerk I
01532 - Travel Clerk II
01533 - Travel Clerk III
01611 - Word Processor I
01612 - Word Processor II
01613 - Word Processor III
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass
05010 - Automotive Electrician
05040 - Automotive Glass Installer
05070 - Automotive Worker
05110 - Mobile Equipment Servicer
05130 - Motor Equipment Metal Mechanic
05160 - Motor Equipment Metal Worker
05190 - Motor Vehicle Mechanic
05220 - Motor Vehicle Mechanic Helper
05250 - Motor Vehicle Upholstery Worker
05280 - Motor Vehicle Wrecker
05310 - Painter, Automotive
05340 - Radiator Repair Specialist
05370 - Tire Repairer
05400 - Transmission Repair Specialist
07000 - Food Preparation And Service Occupations
07010 - Baker
07041 - Cook I
07042 - Cook II
07070 - Dishwasher
07130 - Food Service Worker
07210 - Meat Cutter
07260 - Waiter/Waitress
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter
09040 - Furniture Handler
09080 - Furniture Refinisher
09090 - Furniture Refinisher Helper
09110 - Furniture Repairer, Minor
09130 - Upholsterer
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles
11060 - Elevator Operator
11090 - Gardener
11122 - Housekeeping Aide
11150 - Janitor
11210 - Laborer, Grounds Maintenance
11240 - Maid or Houseman
11260 - Pruner
11270 - Tractor Operator
11330 - Trail Maintenance Worker

11360 - Window Cleaner
12000 - Health Occupations
12010 - Ambulance Driver
12011 - Breath Alcohol Technician
12012 - Certified Occupational Therapist Assistant
12015 - Certified Physical Therapist Assistant
12020 - Dental Assistant
12025 - Dental Hygienist
12030 - EKG Technician
12035 - Electroneurodiagnostic Technologist
12040 - Emergency Medical Technician
12071 - Licensed Practical Nurse I
12072 - Licensed Practical Nurse II
12073 - Licensed Practical Nurse III
12100 - Medical Assistant
12130 - Medical Laboratory Technician
12160 - Medical Record Clerk
12190 - Medical Record Technician
12195 - Medical Transcriptionist
12210 - Nuclear Medicine Technologist
12221 - Nursing Assistant I
12222 - Nursing Assistant II
12223 - Nursing Assistant III
12224 - Nursing Assistant IV
12235 - Optical Dispenser
12236 - Optical Technician
12250 - Pharmacy Technician
12280 - Phlebotomist
12305 - Radiologic Technologist
12311 - Registered Nurse I
12312 - Registered Nurse II
12313 - Registered Nurse II, Specialist
12314 - Registered Nurse III
12315 - Registered Nurse III, Anesthetist
12316 - Registered Nurse IV
12317 - Scheduler (Drug and Alcohol Testing)
12320 - Substance Abuse Treatment Counselor
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I
13012 - Exhibits Specialist II
13013 - Exhibits Specialist III
13041 - Illustrator I
13042 - Illustrator II
13043 - Illustrator III
13047 - Librarian
13050 - Library Aide/Clerk
13054 - Library Information Technology Systems
Administrator
13058 - Library Technician
13061 - Media Specialist I
13062 - Media Specialist II
13063 - Media Specialist III
13071 - Photographer I
13072 - Photographer II
13073 - Photographer III
13074 - Photographer IV
13075 - Photographer V
13090 - Technical Order Library Clerk
13110 - Video Teleconference Technician
14000 - Information Technology Occupations
14041 - Computer Operator I
14042 - Computer Operator II
14043 - Computer Operator III
14044 - Computer Operator IV
14045 - Computer Operator V

14071 - Computer Programmer I (see 1)
 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
 14160 - Personal Computer Support Technician
 14170 - System Support Specialist
 15000 - Instructional Occupations
 15010 - Aircrew Training Devices Instructor (Non-Rated)
 15020 - Aircrew Training Devices Instructor (Rated)
 15030 - Air Crew Training Devices Instructor (Pilot)
 15050 - Computer Based Training Specialist / Instructor
 15060 - Educational Technologist
 15070 - Flight Instructor (Pilot)
 15080 - Graphic Artist
 15085 - Maintenance Test Pilot, Fixed, Jet/Prop
 15086 - Maintenance Test Pilot, Rotary Wing
 15088 - Non-Maintenance Test/Co-Pilot
 15090 - Technical Instructor
 15095 - Technical Instructor/Course Developer
 15110 - Test Proctor
 15120 - Tutor
 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
 16010 - Assembler
 16030 - Counter Attendant
 16040 - Dry Cleaner
 16070 - Finisher, Flatwork, Machine
 16090 - Presser, Hand
 16110 - Presser, Machine, Drycleaning
 16130 - Presser, Machine, Shirts
 16160 - Presser, Machine, Wearing Apparel, Laundry
 16190 - Sewing Machine Operator
 16220 - Tailor
 16250 - Washer, Machine
 19000 - Machine Tool Operation And Repair Occupations
 19010 - Machine-Tool Operator (Tool Room)
 19040 - Tool And Die Maker
 21000 - Materials Handling And Packing Occupations
 21020 - Forklift Operator
 21030 - Material Coordinator
 21040 - Material Expediter
 21050 - Material Handling Laborer
 21071 - Order Filler
 21080 - Production Line Worker (Food Processing)
 21110 - Shipping Packer
 21130 - Shipping/Receiving Clerk
 21140 - Store Worker I
 21150 - Stock Clerk
 21210 - Tools And Parts Attendant
 21410 - Warehouse Specialist
 23000 - Mechanics And Maintenance And Repair Occupations
 23010 - Aerospace Structural Welder
 23019 - Aircraft Logs and Records Technician
 23021 - Aircraft Mechanic I
 23022 - Aircraft Mechanic II
 23023 - Aircraft Mechanic III
 23040 - Aircraft Mechanic Helper
 23050 - Aircraft, Painter
 23060 - Aircraft Servicer
 23070 - Aircraft Survival Flight Equipment Technician
 23080 - Aircraft Worker
 23091 - Aircrew Life Support Equipment (ALSE) Mechanic

I
23092 - Aircrew Life Support Equipment (ALSE) Mechanic
II
23110 - Appliance Mechanic
23120 - Bicycle Repairer
23125 - Cable Splicer
23130 - Carpenter, Maintenance
23140 - Carpet Layer
23160 - Electrician, Maintenance
23181 - Electronics Technician Maintenance I
23182 - Electronics Technician Maintenance II
23183 - Electronics Technician Maintenance III
23260 - Fabric Worker
23290 - Fire Alarm System Mechanic
23310 - Fire Extinguisher Repairer
23311 - Fuel Distribution System Mechanic
23312 - Fuel Distribution System Operator
23370 - General Maintenance Worker
23380 - Ground Support Equipment Mechanic
23381 - Ground Support Equipment Servicer
23382 - Ground Support Equipment Worker
23391 - Gunsmith I
23392 - Gunsmith II
23393 - Gunsmith III
23410 - Heating, Ventilation And Air-Conditioning
Mechanic
23411 - Heating, Ventilation And Air Contidioning
Mechanic (Research Facility)
23430 - Heavy Equipment Mechanic
23440 - Heavy Equipment Operator
23460 - Instrument Mechanic
23465 - Laboratory/Shelter Mechanic
23470 - Laborer
23510 - Locksmith
23530 - Machinery Maintenance Mechanic
23550 - Machinist, Maintenance
23580 - Maintenance Trades Helper
23591 - Metrology Technician I
23592 - Metrology Technician II
23593 - Metrology Technician III
23640 - Millwright
23710 - Office Appliance Repairer
23760 - Painter, Maintenance
23790 - Pipefitter, Maintenance
23810 - Plumber, Maintenance
23820 - Pneudraulic Systems Mechanic
23850 - Rigger
23870 - Scale Mechanic
23890 - Sheet-Metal Worker, Maintenance
23910 - Small Engine Mechanic
23931 - Telecommunications Mechanic I
23932 - Telecommunications Mechanic II
23950 - Telephone Lineman
23960 - Welder, Combination, Maintenance
23965 - Well Driller
23970 - Woodcraft Worker
23980 - Woodworker
24000 - Personal Needs Occupations
24550 - Case Manager
24570 - Child Care Attendant
24580 - Child Care Center Clerk
24610 - Chore Aide
24620 - Family Readiness And Support Services
Coordinator
24630 - Homemaker

25000 - Plant And System Operations Occupations
25010 - Boiler Tender
25040 - Sewage Plant Operator
25070 - Stationary Engineer
25190 - Ventilation Equipment Tender
25210 - Water Treatment Plant Operator
27000 - Protective Service Occupations
27004 - Alarm Monitor
27007 - Baggage Inspector
27008 - Corrections Officer
27010 - Court Security Officer
27030 - Detection Dog Handler
27040 - Detention Officer
27070 - Firefighter
27101 - Guard I
27102 - Guard II
27131 - Police Officer I
27132 - Police Officer II
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
28042 - Carnival Equipment Repairer
28043 - Carnival Worker
28210 - Gate Attendant/Gate Tender
28310 - Lifeguard
28350 - Park Attendant (Aide)
28510 - Recreation Aide/Health Facility Attendant
28515 - Recreation Specialist
28630 - Sports Official
28690 - Swimming Pool Operator
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer
29020 - Hatch Tender
29030 - Line Handler
29041 - Stevedore I
29042 - Stevedore II
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)
30021 - Archeological Technician I
30022 - Archeological Technician II
30023 - Archeological Technician III
30030 - Cartographic Technician
30040 - Civil Engineering Technician
30051 - Cryogenic Technician I
30052 - Cryogenic Technician II
30061 - Drafter/CAD Operator I
30062 - Drafter/CAD Operator II
30063 - Drafter/CAD Operator III
30064 - Drafter/CAD Operator IV
30081 - Engineering Technician I
30082 - Engineering Technician II
30083 - Engineering Technician III
30084 - Engineering Technician IV
30085 - Engineering Technician V
30086 - Engineering Technician VI
30090 - Environmental Technician
30095 - Evidence Control Specialist
30210 - Laboratory Technician
30221 - Latent Fingerprint Technician I
30222 - Latent Fingerprint Technician II
30240 - Mathematical Technician
30361 - Paralegal/Legal Assistant I
30362 - Paralegal/Legal Assistant II
30363 - Paralegal/Legal Assistant III

30364 - Paralegal/Legal Assistant IV
 30375 - Petroleum Supply Specialist
 30390 - Photo-Optics Technician
 30395 - Radiation Control Technician
 30461 - Technical Writer I
 30462 - Technical Writer II
 30463 - Technical Writer III
 30491 - Unexploded Ordnance (UXO) Technician I
 30492 - Unexploded Ordnance (UXO) Technician II
 30493 - Unexploded Ordnance (UXO) Technician III
 30494 - Unexploded (UXO) Safety Escort
 30495 - Unexploded (UXO) Sweep Personnel
 30501 - Weather Forecaster I
 30502 - Weather Forecaster II
 30620 - Weather Observer, Combined Upper Air Or (see 2)
 Surface Programs
 30621 - Weather Observer, Senior (see 2)
 31000 - Transportation/Mobile Equipment Operation Occupations
 31010 - Airplane Pilot
 31020 - Bus Aide
 31030 - Bus Driver
 31043 - Driver Courier
 31260 - Parking and Lot Attendant
 31290 - Shuttle Bus Driver
 31310 - Taxi Driver
 31361 - Truckdriver, Light
 31362 - Truckdriver, Medium
 31363 - Truckdriver, Heavy
 31364 - Truckdriver, Tractor-Trailer
 99000 - Miscellaneous Occupations
 99020 - Cabin Safety Specialist
 99030 - Cashier
 99050 - Desk Clerk
 99095 - Embalmer
 99130 - Flight Follower
 99251 - Laboratory Animal Caretaker I
 99252 - Laboratory Animal Caretaker II
 99260 - Marketing Analyst
 99310 - Mortician
 99410 - Pest Controller
 99510 - Photofinishing Worker
 99710 - Recycling Laborer
 99711 - Recycling Specialist
 99730 - Refuse Collector
 99810 - Sales Clerk
 99820 - School Crossing Guard
 99830 - Survey Party Chief
 99831 - Surveying Aide
 99832 - Surveying Technician
 99840 - Vending Machine Attendant
 99841 - Vending Machine Repairer
 99842 - Vending Machine Repairer Helper

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.75 per hour) or 13658 (\$13.30 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands. The minimum wage requirements of Executive Order 14026 also are not currently being

enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: [REDACTED] per hour, up to 40 hours per week, or [REDACTED] per week or [REDACTED] per month

HEALTH & WELFARE EO 13706: [REDACTED] per hour, up to 40 hours per week, or [REDACTED] per week, or [REDACTED] per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 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 fourteen paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, 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: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that 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).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

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 [REDACTED] per week (or [REDACTED] 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 (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 paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). 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 U.S. Department of Labor, Wage and Hour Division, 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 Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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"" 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 (See 29 CFR 4.152(c)(1))."