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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

Wage Determination No.: 2015-4265

Revision No.: 4

Date Of Revision: 07/25/2017

Daniel W. Simms Division of Director Wage Determinations

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 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, 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 \$10.20 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 2017. 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: Maryland

Area: Maryland Counties of Anne Arundel, Baltimore, Baltimore City, Carroll, Harford, Howard

**Fringe Benefits Required Follow the Occupational Listing	**
OCCUPATION CODE - TITLE FOOTNOTE	RATI
21000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	16.6
01012 - Accounting Clerk II	18.7
01013 - Accounting Clerk III	22.3
01020 - Administrative Assistant	31.4
01035 - Court Reporter	21.8
01041 - Customer Service Representative I	13.8
01042 - Customer Service Representative II	15.59
01043 - Customer Service Representative III	17.0
01051 - Data Entry Operator I	15.3
01052 - Data Entry Operator II	16.7
01060 - Dispatcher, Motor Vehicle	17.8
01070 - Document Preparation Clerk	14.2
01090 - Duplicating Machine Operator	14.2
01111 - General Clerk I	14.8
01112 - General Clerk II	16.2
01113 - General Clerk III	18.2
01120 - Housing Referral Assistant	25.2
01141 - Messenger Courier	15.0
01191 - Order Clerk I	15.7
01192 - Order Clerk II	17.1
01261 - Personnel Assistant (Employment) I	18.1
01262 - Personnel Assistant (Employment) II	20.3
01263 - Personnel Assistant (Employment) III	22.6
01270 - Production Control Clerk	22.9
01290 - Rental Clerk	16.5
01300 - Scheduler, Maintenance	18.0
01311 - Secretary I	18.0
01312 - Secretary II	20.1
01313 - Secretary III	25.2
01320 - Service Order Dispatcher	16.1
01410 - Supply Technician	31.43
01420 - Survey Worker	20.03

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	- Switchboard Operator/Receptionist	14.43
	- Travel Clerk I	13.29
	- Travel Clerk II	14.36
	- Travel Clerk III	15.49
	- Word Processor I	15.63
	- Word Processor II	17.67
	- Word Processor III	19.95
	Automotive Service Occupations	
	- Automobile Body Repairer, Fiberglass	25.56
	- Automotive Electrician	23.51
	- Automotive Glass Installer - Automotive Worker	22.15
	- Mobile Equipment Servicer	22.15 19.89
	- Motor Equipment Metal Mechanic	24.10
	- Motor Equipment Metal Worker	22.15
	- Motor Vehicle Mechanic	24.10
	- Motor Vehicle Mechanic Helper	18.92
	- Motor Vehicle Upholstery Worker	21.81
	- Motor Vehicle Wrecker	22.15
	- Painter, Automotive	23.51
	- Radiator Repair Specialist	22.15
	- Tire Repairer	13.77
	- Transmission Repair Specialist	24.10
	Food Preparation And Service Occupations	
	- Baker	13.85
07041	- Cook I	15.09
07042	- Cook II	16.44
07070	- Dishwasher	10.11
07130	- Food Service Worker	10.66
07210	- Meat Cutter	20.07
	- Waiter/Waitress	9.35
	Furniture Maintenance And Repair Occupations	
	- Electrostatic Spray Painter	21.93
	- Furniture Handler	14.06
	- Furniture Refinisher	17.69
	- Furniture Refinisher Helper	15.15
	- Furniture Repairer, Minor	16.42
	- Upholsterer	18.63
	General Services And Support Occupations	
	- Cleaner, Vehicles	11.21
	- Elevator Operator	11.21
	- Gardener - Housekeeping Aide	17.52
	- Janitor	11.83 11.83
	- Laborer, Grounds Maintenance	13.72
	- Maid or Houseman	11.39
	- Pruner	12.94
	- Tractor Operator	16.04
	- Trail Maintenance Worker	13.72
	- Window Cleaner	12.85
	Health Occupations	12.05
	- Ambulance Driver	20.60
	- Breath Alcohol Technician	22.28
	- Certified Occupational Therapist Assistant	29.69
	- Certified Physical Therapist Assistant	27.86
	- Dental Assistant	19.16
12025	- Dental Hygienist	42.30
	- EKG Technician	32.40
	- Electroneurodiagnostic Technologist	32.40
	- Emergency Medical Technician	20.60
	- Licensed Practical Nurse I	19.92
	- Licensed Practical Nurse II	22.28
	- Licensed Practical Nurse III	24.84
	- Medical Assistant	16.32
12130	- Medical Laboratory Technician	18.04

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	12160	- Medical Record Clerk		20.34
		- Medical Record Technician		22.75
		- Medical Transcriptionist		17.93
		- Nuclear Medicine Technologist		38.41
		- Nursing Assistant I		11.88
		- Nursing Assistant II		13.35
		- Nursing Assistant III		14.79
		- Nursing Assistant IV		16.61
		- Optical Dispenser		17.66 15.80
		- Optical Technician		18.12
		- Pharmacy Technician		17.68
		- Phlebotomist		31.11
		- Radiologic Technologist - Registered Nurse I		27.64
		- Registered Nurse II		33.44
		- Registered Nurse II, Specialist		33.44
		- Registered Nurse III		40.13
		- Registered Nurse III, Anesthetist		40.13
		- Registered Nurse IV		48.10
		- Scheduler (Drug and Alcohol Testing)		24.45
		- Substance Abuse Treatment Counselor		20.96
		Information And Arts Occupations		
		- Exhibits Specialist I		19.08
		- Exhibits Specialist II		23.63
		- Exhibits Specialist III		28.91
		- Illustrator I		21.05
		- Illustrator II		26.08
		- Illustrator III		31.90
	13047	- Librarian		33.88
	13050	- Library Aide/Clerk		14.21
		- Library Information Technology Systems		30.60
	Admini	strator		
	13058	- Library Technician		19.89
	13061	- Media Specialist I		19.05
	13062	- Media Specialist II		21.31
		- Media Specialist III		23.76
		- Photographer I		15.59
		- Photographer II		18.64
		- Photographer III		23.09
		- Photographer IV		25.14
		- Photographer V		30.39
		- Technical Order Library Clerk		17.38
		- Video Teleconference Technician		20.53
		Information Technology Occupations		10 02
		- Computer Operator I		18.92 21.18
		- Computer Operator II		23.60
		- Computer Operator III - Computer Operator IV		26.22
		- Computer Operator V		29.05
		- Computer Programmer I	(see 1)	26.36
		- Computer Programmer II	(see 1)	20.50
		- Computer Programmer III	(see 1)	
		- Computer Programmer IV	(see 1)	
		- Computer Systems Analyst I	(see 1)	
		- Computer Systems Analyst II	(see 1)	
		- Computer Systems Analyst III	(see 1)	
		- Peripheral Equipment Operator	,/	18.92
		- Personal Computer Support Technician		26.22
		- System Support Specialist		33.16
		Instructional Occupations		
		- Aircrew Training Devices Instructor (Non-Rated)		36.47
		- Aircrew Training Devices Instructor (Rated)		44.06
		- Air Crew Training Devices Instructor (Pilot)		52.81
		- Computer Based Training Specialist / Instructor		36.47
	15060	- Educational Technologist		32.42

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		- Flight Instructor (Pilot)	52.81
		- Graphic Artist	26.73
		- Maintenance Test Pilot, Fixed, Jet/Prop	44.14
		- Maintenance Test Pilot, Rotary Wing	44.14
		- Non-Maintenance Test/Co-Pilot	44.14
		- Technical Instructor	24.14
		- Technical Instructor/Course Developer	29.53
		- Test Proctor	19.48
		- Tutor	19.48
		Laundry, Dry-Cleaning, Pressing And Related Occupations	10.10
		- Assembler	10.49
		- Counter Attendant	10.49
		- Dry Cleaner - Finisher, Flatwork, Machine	14.21
		- Presser, Hand	10.49
		- Presser, Machine, Drycleaning	10.49
		- Presser, Machine, Shirts	10.49
		- Presser, Machine, Wearing Apparel, Laundry	10.49
		- Sewing Machine Operator	15.33
		- Tailor	16.43
		- Washer, Machine	11.82
		Machine Tool Operation And Repair Occupations	11.02
		- Machine-Tool Operator (Tool Room)	20.49
		- Tool And Die Maker	23.34
	21000 -	Materials Handling And Packing Occupations	
		- Forklift Operator	18.69
		- Material Coordinator	22.99
		- Material Expediter	22.99
		- Material Handling Laborer	13.83
		- Order Filler	14.44
	21080	- Production Line Worker (Food Processing)	18.69
	21110	- Shipping Packer	15.88
	21130	- Shipping/Receiving Clerk	15.88
	21140	- Store Worker I	17.04
	21150	- Stock Clerk	20.35
	21210	- Tools And Parts Attendant	18.69
		- Warehouse Specialist	18.69
		Mechanics And Maintenance And Repair Occupations	
		- Aerospace Structural Welder	30.95
		- Aircraft Logs and Records Technician	23.91
		- Aircraft Mechanic I	29.89
		- Aircraft Mechanic II	30.95
		- Aircraft Mechanic III	31.85
		- Aircraft Mechanic Helper	21.81
		- Aircraft, Painter	26.60
		- Aircraft Servicer	23.91
		- Aircraft Survival Flight Equipment Technician - Aircraft Worker	26.60
		- Aircraft Worker - Aircrew Life Support Equipment (ALSE) Mechanic	25.42
	I	- Alrerew Life Support Equipment (ALSE) Mechanic	25.42
		- Aircrew Life Support Equipment (ALSE) Mechanic	29.89
	II	- All crew tire support Equipment (ALSE) Mechanic	23.03
	The state of the s	- Appliance Mechanic	21.54
		- Bicycle Repairer	14.00
		- Cable Splicer	28.60
		- Carpenter, Maintenance	22.55
		- Carpet Layer	23.40
		- Electrician, Maintenance	27.98
		- Electronics Technician Maintenance I	29.07
	23182	- Electronics Technician Maintenance II	30.15
	23183	- Electronics Technician Maintenance III	31.27
	23260	- Fabric Worker	22.33
		- Fire Alarm System Mechanic	25.26
		- Fire Extinguisher Repairer	22.00
	23311	- Fuel Distribution System Mechanic	25.38

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23312 - Fuel Distribution System Operator	21.21
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	29.89
23381 - Ground Support Equipment Servicer 23382 - Ground Support Equipment Worker	23.91 25.42
23391 - Gunsmith I	22.00
23392 - Gunsmith II	23.97
23393 - Gunsmith III	25.78
23410 - Heating, Ventilation And Air-Conditioning	26.11
Mechanic	
23411 - Heating, Ventilation And Air Contidioning	27.04
Mechanic (Research Facility)	Table Seat
23430 - Heavy Equipment Mechanic	24.44
23440 - Heavy Equipment Operator	23.61
23460 - Instrument Mechanic	28.53
23465 - Laboratory/Shelter Mechanic 23470 - Laborer	14.98
23510 - Locksmith	23.72
23530 - Machinery Maintenance Mechanic	25.33
23550 - Machinist, Maintenance	24.48
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	28.53
23592 - Metrology Technician II	29.55
23593 - Metrology Technician III	30.39
23640 - Millwright	28.78
23710 - Office Appliance Repairer	21.24
23760 - Painter, Maintenance	21.91
23790 - Pipefitter, Maintenance	25.61
23810 - Plumber, Maintenance	24.69
23820 - Pneudraulic Systems Mechanic	25.78
23850 - Rigger	26.81
23870 - Scale Mechanic	23.97
23890 - Sheet-Metal Worker, Maintenance 23910 - Small Engine Mechanic	24.27
23931 - Telecommunications Mechanic I	28.17
23932 - Telecommunications Mechanic II	31.26
23950 - Telephone Lineman	31.89
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	25.20
23970 - Woodcraft Worker	25.78
23980 - Woodworker	22.00
24000 - Personal Needs Occupations	
24550 - Case Manager	16.11
24570 - Child Care Attendant	12.73
24580 - Child Care Center Clerk	15.95
24610 - Chore Aide	11.50
24620 - Family Readiness And Support Services	16.11
Coordinator 24630 - Homemaker	17.24
25000 - Plant And System Operations Occupations	17.24
25010 - Boiler Tender	27.55
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.55
25190 - Ventilation Equipment Tender	22.36
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.78
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	17.85
27040 - Detention Officer	22.80
27070 - Firefighter	27.40
27101 - Guard I 27102 - Guard II	12.71 17.85
L'AVE GUALA II	17.03

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27131	- Police Officer I	27.48
	- Police Officer II	30.53
	Recreation Occupations	
	- Carnival Equipment Operator	11.84
	- Carnival Equipment Repairer	12.31 9.24
	- Carnival Worker - Gate Attendant/Gate Tender	14.31
	- Lifeguard	11.59
	- Park Attendant (Aide)	16.02
	- Recreation Aide/Health Facility Attendant	11.68
	- Recreation Specialist	19.84
	- Sports Official	12.50
	- Swimming Pool Operator	15.87
	Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	27.53
29020	- Hatch Tender	27.53
	- Line Handler	27.53
	- Stevedore I	25.70
	- Stevedore II	28.99
	Technical Occupations	
	- Air Traffic Control Specialist, Center (HFO) (see 2)	41.44
	- Air Traffic Control Specialist, Station (HFO) (see 2)	28.58 31.47
	<ul> <li>Air Traffic Control Specialist, Terminal (HFO) (see 2)</li> <li>Archeological Technician I</li> </ul>	20.19
	- Archeological Technician II	22.60
	- Archeological Technician III	27.98
	- Cartographic Technician	27.98
	- Civil Engineering Technician	27.18
	- Cryogenic Technician I	28.50
	- Cryogenic Technician II	31.48
	- Drafter/CAD Operator I	20.19
	- Drafter/CAD Operator II	22.60
30063	- Drafter/CAD Operator III	25.19
	- Drafter/CAD Operator IV	31.00
	- Engineering Technician I	22.92
	- Engineering Technician II	25.72
	- Engineering Technician III	28.79
	- Engineering Technician IV	35.64
	- Engineering Technician V	43.61
	- Engineering Technician VI - Environmental Technician	52.76 28.74
	- Evidence Control Specialist	25.73
	- Laboratory Technician	23.38
	- Latent Fingerprint Technician I	25.19
	- Latent Fingerprint Technician II	27.82
	- Mathematical Technician	27.98
30361	- Paralegal/Legal Assistant I	20.91
	- Paralegal/Legal Assistant II	25.90
30363	- Paralegal/Legal Assistant III	31.69
	- Paralegal/Legal Assistant IV	38.34
	- Petroleum Supply Specialist	31.48
	- Photo-Optics Technician	27.98
	- Radiation Control Technician	31.48
	- Technical Writer I	24.50
	- Technical Writer II	29.97
	- Technical Writer III - Unexploded Ordnance (UXO) Technician I	36.26 26.34
	- Unexploded Ordnance (UXO) Technician II	31.87
	- Unexploded Ordnance (UXO) Technician III	38.20
	- Unexploded (UXO) Safety Escort	26.34
	- Unexploded (UXO) Sweep Personnel	26.34
	- Weather Forecaster I	31.00
	- Weather Forecaster II	37.71
	- Weather Observer, Combined Upper Air Or (see 2)	25.19
Surfac	ce Programs	

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30621	- Weather Observer, Senior (see 2)	27.98
31000 -	Transportation/Mobile Equipment Operation Occupations	
31010	- Airplane Pilot	31.87
31020	- Bus Aide	15.46
31030	- Bus Driver	20.85
31043	- Driver Courier	15.76
31260	- Parking and Lot Attendant	10.80
31290	- Shuttle Bus Driver	16.90
31310	- Taxi Driver	12.25
31361	- Truckdriver, Light	16.90
31362	- Truckdriver, Medium	17.90
31363	- Truckdriver, Heavy	21.90
31364	- Truckdriver, Tractor-Trailer	21.90
99000 -	Miscellaneous Occupations	
99020	- Cabin Safety Specialist	15.54
99030	- Cashier	10.03
99050	- Desk Clerk	12.77
99095	- Embalmer	27.90
99130	- Flight Follower	26.34
99251	- Laboratory Animal Caretaker I	11.31
	- Laboratory Animal Caretaker II	12.28
	- Marketing Analyst	27.53
99310	- Mortician	29.35
99410	- Pest Controller	20.98
99510	- Photofinishing Worker	13.20
99710	- Recycling Laborer	16.17
99711	- Recycling Specialist	18.01
99730	- Refuse Collector	15.26
99810	- Sales Clerk	12.09
	- School Crossing Guard	13.73
	- Survey Party Chief	25.23
	- Surveying Aide	13.75
	- Surveying Technician	20.96
	- Vending Machine Attendant	14.42
	- Vending Machine Repairer	17.79
99842	- Vending Machine Repairer Helper	14.42

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: \$4.41 per hour or \$176.40 per week or \$764.40 per month

HEALTH & WELFARE EO 13706: \$4.13 per hour, or \$165.20 per week, or \$715.87 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the

performance of similar work at the same Federal facility. (See 29 CFR 4.173)

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

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

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

- 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 (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)).