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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                      Division of  
Director                      Wage Determinations

Wage Determination No. : 2005-2351  
Revision No. : 5  
Date Of Revision: 09/11/2008

State: New Jersey

Area: New Jersey Counties of Monmouth, Ocean

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	15.11
01012 - Accounting Clerk II	17.76
01013 - Accounting Clerk III	20.96
01020 - Administrative Assistant	29.37
01040 - Court Reporter	21.19
01051 - Data Entry Operator I	13.95
01052 - Data Entry Operator II	15.22
01060 - Dispatcher, Motor Vehicle	25.16
01070 - Document Preparation Clerk	14.69
01090 - Duplicating Machine Operator	14.69
01111 - General Clerk I	14.82
01112 - General Clerk II	16.82
01113 - General Clerk III	18.82
01120 - Housing Referral Assistant	23.35
01141 - Messenger Courier	11.06
01191 - Order Clerk I	14.89
01192 - Order Clerk II	17.07
01261 - Personnel Assistant (Employment) I	17.89
01262 - Personnel Assistant (Employment) II	20.03
01263 - Personnel Assistant (Employment) III	23.27
01270 - Production Control Clerk	23.27
01280 - Recepti onist	14.72
01290 - Rental Clerk	17.89
01300 - Scheduler, Maintenance	19.25
01311 - Secretary I	19.25
01312 - Secretary II	22.56
01313 - Secretary III	23.35
01320 - Service Order Dispatcher	19.50
01410 - Supply Technician	29.37
01420 - Survey Worker	20.03
01531 - Travel Clerk I	12.17
01532 - Travel Clerk II	12.96
01533 - Travel Clerk III	13.70
01611 - Word Processor I	17.16
01612 - Word Processor II	19.09
01613 - Word Processor III	21.45
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fitter	26.62
05010 - Automotive Electrician	27.14
05040 - Automotive Glass Installer	26.01
05070 - Automotive Worker	26.01
05110 - Mobile Equipment Servicer	23.26

05130 - Motor Equipment Metal Mechanic	28.27
05160 - Motor Equipment Metal Worker	26.01
05190 - Motor Vehicle Mechanic	28.27
05220 - Motor Vehicle Mechanic Helper	22.05
05250 - Motor Vehicle Upholstery Worker	24.88
05280 - Motor Vehicle Wrecker	26.01
05310 - Painter, Automotive	27.14
05340 - Radiator Repair Specialist	26.01
05370 - Tire Repairer	14.59
05400 - Transmission Repair Specialist	28.27
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.81
07041 - Cook I	13.80
07042 - Cook II	14.96
07070 - Dishwasher	11.19
07130 - Food Service Worker	12.77
07210 - Meat Cutter	19.44
07260 - Waiter/Waitress	11.79
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.56
09040 - Furniture Handler	14.87
09080 - Furniture Refinisher	17.56
09090 - Furniture Refinisher Helper	14.74
09110 - Furniture Repairer, Minor	16.15
09130 - Upholsterer	18.15
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.19
11060 - Elevator Operator	12.41
11090 - Gardener	18.10
11122 - Housekeeping Aide	13.68
11150 - Janitor	15.30
11210 - Laborer, Grounds Maintenance	14.83
11240 - Maid or Houseman	13.23
11260 - Pruner	13.79
11270 - Tractor Operator	17.05
11330 - Trail Maintenance Worker	14.83
11360 - Window Cleaner	16.52
12000 - Health Occupations	
12010 - Ambulance Driver	18.32
12011 - Breath Alcohol Technician	21.91
12012 - Certified Occupational Therapist Assistant	22.71
12015 - Certified Physical Therapist Assistant	21.08
12020 - Dental Assistant	16.00
12025 - Dental Hygienist	32.08
12030 - EKG Technician	27.53
12035 - Electroneurodiagnostic Technologist	27.53
12040 - Emergency Medical Technician	20.15
12071 - Licensed Practical Nurse I	16.14
12072 - Licensed Practical Nurse II	21.91
12073 - Licensed Practical Nurse III	23.58
12100 - Medical Assistant	16.66
12130 - Medical Laboratory Technician	20.17
12160 - Medical Record Clerk	16.66
12190 - Medical Record Technician	20.55
12195 - Medical Transcriptionist	16.66
12210 - Nuclear Medicine Technologist	35.77
12221 - Nursing Assistant I	10.78
12222 - Nursing Assistant II	12.11
12223 - Nursing Assistant III	14.86
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	22.61
12236 - Optical Technician	15.78
12250 - Pharmacy Technician	13.68
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	29.25

12312 - Registered Nurse II	35.81
12313 - Registered Nurse II, Specialist	35.81
12314 - Registered Nurse III	43.30
12315 - Registered Nurse III, Anesthetist	43.30
12316 - Registered Nurse IV	51.87
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.58
13012 - Exhibits Specialist II	31.89
13013 - Exhibits Specialist III	38.96
13041 - Illustrator I	24.58
13042 - Illustrator II	31.89
13043 - Illustrator III	38.46
13047 - Librarian	36.42
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	31.89
13058 - Library Technician	21.24
13061 - Media Specialist I	18.50
13062 - Media Specialist II	20.79
13063 - Media Specialist III	23.08
13071 - Photographer I	16.58
13072 - Photographer II	24.10
13073 - Photographer III	31.90
13074 - Photographer IV	37.88
13075 - Photographer V	43.30
13110 - Video Teleconference Technician	20.66
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.75
14042 - Computer Operator II	21.07
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.13
14045 - Computer Operator V	28.87
14071 - Computer Programmer I (1)	24.85
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	18.75
14160 - Personal Computer Support Technician	28.75
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	37.04
15020 - Aircrew Training Devices Instructor (Rated)	40.44
15030 - Air Crew Training Devices Instructor (Pilot)	44.48
15050 - Computer Based Training Specialist / Instructor	33.67
15060 - Educational Technologist	36.60
15070 - Flight Instructor (Pilot)	44.48
15080 - Graphic Artist	25.50
15090 - Technical Instructor	27.17
15095 - Technical Instructor/Course Developer	29.56
15110 - Test Proctor	21.13
15120 - Tutor	21.13
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.49
16030 - Counter Attendant	9.49
16040 - Dry Cleaner	11.76
16070 - Finisher, Flatwork, Machine	9.49
16090 - Presser, Hand	9.49
16110 - Presser, Machine, Drycleaning	9.49
16130 - Presser, Machine, Shirts	9.49
16160 - Presser, Machine, Wearing Apparel, Laundry	9.49
16190 - Sewing Machine Operator	12.53
16220 - Tailor	13.28
16250 - Washer, Machine	10.26
19000 - Machine Tool Operation And Repair Occupations	

19010	- Machine-Tool Operator (Tool Room)	20.71
19040	- Tool And Die Maker	21.84
21000	- Materials Handling And Packing Occupati ons	
21020	- Forklift Operator	16.96
21030	- Material Coordinator	20.34
21040	- Material Expediter	20.34
21050	- Material Handling Laborer	13.99
21071	- Order Filler	14.00
21080	- Production Line Worker (Food Processing)	16.96
21110	- Shipping Packer	15.28
21130	- Shipping/Receiving Clerk	15.28
21140	- Store Worker I	13.89
21150	- Stock Clerk	17.41
21210	- Tools And Parts Attendant	16.96
21410	- Warehouse Specialist	16.96
23000	- Mechanics And Maintenance And Repair Occupati ons	
23010	- Aerospace Structural Welder	25.63
23021	- Aircraft Mechanic I	24.41
23022	- Aircraft Mechanic II	25.63
23023	- Aircraft Mechanic III	26.92
23040	- Aircraft Mechanic Helper	20.35
23050	- Aircraft, Painter	23.38
23060	- Aircraft Servicer	21.37
23080	- Aircraft Worker	22.46
23110	- Appliance Mechanic	22.96
23120	- Bicycle Repairer	14.93
23125	- Cable Splicer	35.66
23130	- Carpenter, Maintenance	29.56
23140	- Carpet Layer	22.83
23160	- Electrician, Maintenance	36.84
23181	- Electronics Technician Maintenance I	21.66
23182	- Electronics Technician Maintenance II	27.62
23183	- Electronics Technician Maintenance III	28.68
23260	- Fabric Worker	21.37
23290	- Fire Alarm System Mechanic	22.64
23310	- Fire Extinguisher Repairer	21.03
23311	- Fuel Distribution System Mechanic	24.41
23312	- Fuel Distribution System Operator	20.17
23370	- General Maintenance Worker	21.21
23380	- Ground Support Equipment Mechanic	24.41
23381	- Ground Support Equipment Servicer	21.37
23382	- Ground Support Equipment Worker	22.46
23391	- Gunsmith I	21.03
23392	- Gunsmith II	23.32
23393	- Gunsmith III	25.34
23410	- Heating, Ventilation And Air-Conditioning Mechanic	22.99
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
23.91		
23430	- Heavy Equipment Mechanic	21.92
23440	- Heavy Equipment Operator	28.18
23460	- Instrument Mechanic	25.08
23465	- Laboratory/Shelter Mechanic	24.33
23470	- Laborer	13.74
23510	- Locksmith	20.19
23530	- Machinery Maintenance Mechanic	23.25
23550	- Machinist, Maintenance	18.30
23580	- Maintenance Trades Helper	16.11
23591	- Metrology Technician I	25.08
23592	- Metrology Technician II	26.07
23593	- Metrology Technician III	26.95
23640	- Millwright	27.60
23710	- Office Appliance Repairer	21.38
23760	- Painter, Maintenance	22.21
23790	- Pipefitter, Maintenance	27.83
23810	- Plumber, Maintenance	28.15
23820	- Pneudraulic Systems Mechanic	25.34

23850 - Rigger	22.73
23870 - Scale Mechanic	23.32
23890 - Sheet-Metal Worker, Maintenance	26.94
23910 - Small Engine Mechanic	18.51
23931 - Telecommunications Mechanic I	29.40
23932 - Telecommunications Mechanic II	30.56
23950 - Telephone Lineman	26.73
23960 - Welder, Combination, Maintenance	19.13
23965 - Well Driller	22.73
23970 - Woodcraft Worker	22.19
23980 - Woodworker	15.96
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.27
24610 - Chore Aide	10.49
24620 - Family Readiness And Support Services Coordinator	14.89
24630 - Homemaker	14.99
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	28.06
25040 - Sewage Plant Operator	22.88
25070 - Stationary Engineer	28.06
25190 - Ventilation Equipment Tender	21.20
25210 - Water Treatment Plant Operator	22.88
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.94
27007 - Baggage Inspector	16.42
27008 - Corrections Officer	29.93
27010 - Court Security Officer	30.31
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	29.93
27070 - Firefighter	28.58
27101 - Guard I	16.42
27102 - Guard II	20.36
27131 - Police Officer I	32.37
27132 - Police Officer II	35.94
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.45
28042 - Carnival Equipment Repairer	14.22
28043 - Carnival Equipment Worker	11.19
28210 - Gate Attendant/Gate Tender	14.21
28310 - Lifeguard	11.82
28350 - Park Attendant (Aide)	15.90
28510 - Recreation Aide/Health Facility Attendant	14.91
28515 - Recreation Specialist	16.40
28630 - Sports Official	12.66
28690 - Swimming Pool Operator	21.52
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.07
29020 - Hatch Tender	23.07
29030 - Line Handler	23.07
29041 - Stevedore I	21.10
29042 - Stevedore II	22.82
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	37.92
30011 - Air Traffic Control Specialist, Station (HFO) (2)	26.15
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	28.79
30021 - Archeological Technician I	16.14
30022 - Archeological Technician II	16.89
30023 - Archeological Technician III	25.79
30030 - Cartographic Technician	25.79
30040 - Civil Engineering Technician	22.51
30061 - Drafter/CAD Operator I	19.02
30062 - Drafter/CAD Operator II	20.92
30063 - Drafter/CAD Operator III	23.39
30064 - Drafter/CAD Operator IV	28.66
30081 - Engineering Technician I	17.53

30082 - Engi neeri ng Techni ci an II	19. 68
30083 - Engi neeri ng Techni ci an III	21. 75
30084 - Engi neeri ng Techni ci an IV	28. 38
30085 - Engi neeri ng Techni ci an V	34. 62
30086 - Engi neeri ng Techni ci an VI	42. 00
30090 - Envi ronmental Techni ci an	22. 50
30210 - Laboratory Techni ci an	19. 82
30240 - Mathemati cal Techni ci an	25. 79
30361 - Paral egal /Legal Assi stant I	21. 60
30362 - Paral egal /Legal Assi stant II	27. 02
30363 - Paral egal /Legal Assi stant III	33. 12
30364 - Paral egal /Legal Assi stant IV	39. 88
30390 - Photo-Opti cs Techni ci an	25. 79
30461 - Techni cal Wri ter I	26. 46
30462 - Techni cal Wri ter II	32. 35
30463 - Techni cal Wri ter III	39. 92
30491 - Unexpl oded Ordnance (UXO) Techni ci an I	24. 09
30492 - Unexpl oded Ordnance (UXO) Techni ci an II	29. 15
30493 - Unexpl oded Ordnance (UXO) Techni ci an III	34. 94
30494 - Unexpl oded (UXO) Safety Escort	24. 09
30495 - Unexpl oded (UXO) Sweep Personnel	24. 09
30620 - Weather Observer, Combined Upper Ai r Or Surface Programs (3)	23. 39
30621 - Weather Observer, Seni or (3)	25. 79
31000 - Transportati on/Mobi le Equipment Operati on Occupati ons	
31020 - Bus Ai de	16. 40
31030 - Bus Driver	19. 89
31043 - Driver Couri er	16. 59
31260 - Parking and Lot Attendant	12. 93
31290 - Shuttle Bus Driver	17. 68
31310 - Taxi Driver	13. 51
31361 - Truckdri ver, Li ght	17. 68
31362 - Truckdri ver, Medi um	18. 75
31363 - Truckdri ver, Heavy	23. 19
31364 - Truckdri ver, Tractor-Trai ler	23. 19
99000 - Mi scel l aneous Occupati ons	
99030 - Cashi er	10. 27
99050 - Desk Clerk	11. 61
99095 - Embal mer	30. 19
99251 - Laboratory Animal Caretaker I	13. 64
99252 - Laboratory Animal Caretaker II	14. 32
99310 - Mortici an	31. 82
99410 - Pest Control l er	16. 46
99510 - Photofi ni shi ng Worker	14. 11
99710 - Recycli ng Laborer	20. 31
99711 - Recycli ng Speci alist	21. 36
99730 - Refuse Col l ector	18. 02
99810 - Sales Clerk	13. 36
99820 - School Crossi ng Guard	12. 43
99830 - Survey Party Chi ef	20. 48
99831 - Surveyi ng Ai de	12. 19
99832 - Surveyi ng Techni ci an	19. 48
99840 - Vendi ng Machi ne Attendant	14. 91
99841 - Vendi ng Machi ne Repai rer	17. 37
99842 - Vendi ng Machi ne Repai rer Hel per	14. 91

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacati on after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service i ncludes the whole span of conti nuous servi ce 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) 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) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) 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, dyeing, 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 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 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.

\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

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 link 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) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order (proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), 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.