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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
| WASHINGTON D.C. 20210
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| Wage Determination No.: 2005-2103
Shirley F. Ebbesen Division of | Revision No.: 6
Director Wage Determinations| Date Of Revision: 05/29/2008

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	14.05
01012 - Accounting Clerk II	15.78
01013 - Accounting Clerk III	20.27
01020 - Administrative Assistant	25.95
01040 - Court Reporter	19.46
01051 - Data Entry Operator I	13.07
01052 - Data Entry Operator II	14.26
01060 - Dispatcher, Motor Vehicle	16.79
01070 - Document Preparation Clerk	13.64
01090 - Duplicating Machine Operator	13.64
01111 - General Clerk I	13.92
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	23.83
01141 - Messenger Courier	11.25
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	16.90
01262 - Personnel Assistant (Employment) II	18.90
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	21.29

01280 - Receptionist 13.18
01290 - Rental Clerk 16.16
01300 - Scheduler, Maintenance 16.16
01311 - Secretary I 17.26
01312 - Secretary II 19.41
01313 - Secretary III 23.83
01320 - Service Order Dispatcher 16.10
01410 - Supply Technician 25.95
01420 - Survey Worker 19.46
01531 - Travel Clerk I 12.59
01532 - Travel Clerk II 13.54
01533 - Travel Clerk III 14.54
01611 - Word Processor I 13.76
01612 - Word Processor II 16.16
01613 - Word Processor III 19.46
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass 25.26
05010 - Automotive Electrician 21.37
05040 - Automotive Glass Installer 20.14
05070 - Automotive Worker 20.14
05110 - Mobile Equipment Servicer 17.31
05130 - Motor Equipment Metal Mechanic 22.53
05160 - Motor Equipment Metal Worker 20.14
05190 - Motor Vehicle Mechanic 22.53
05220 - Motor Vehicle Mechanic Helper 16.81
05250 - Motor Vehicle Upholstery Worker 19.66
05280 - Motor Vehicle Wrecker 20.14
05310 - Painter, Automotive 21.37
05340 - Radiator Repair Specialist 20.14
05370 - Tire Repairer 14.43
05400 - Transmission Repair Specialist 22.53
07000 - Food Preparation And Service Occupations
07010 - Baker 13.18
07041 - Cook I 11.97
07042 - Cook II 13.28
07070 - Dishwasher 9.82
07130 - Food Service Worker 10.66
07210 - Meat Cutter 16.07
07260 - Waiter/Waitress 8.82
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter 18.05
09040 - Furniture Handler 12.78
09080 - Furniture Refinisher 18.39
09090 - Furniture Refinisher Helper 14.11
09110 - Furniture Repairer, Minor 16.31
09130 - Upholsterer 18.05
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles 9.85
11060 - Elevator Operator 9.85
11090 - Gardener 15.70

11122 - Housekeeping Aide 10.89
11150 - Janitor 10.89
11210 - Laborer, Grounds Maintenance 12.07
11240 - Maid or Houseman 10.84
11260 - Pruner 11.37
11270 - Tractor Operator 14.19
11330 - Trail Maintenance Worker 12.07
11360 - Window Cleaner 11.31
12000 - Health Occupations
12010 - Ambulance Driver 17.69
12011 - Breath Alcohol Technician 18.55
12012 - Certified Occupational Therapist Assistant 21.01
12015 - Certified Physical Therapist Assistant 21.01
12020 - Dental Assistant 16.90
12025 - Dental Hygienist 40.68
12030 - EKG Technician 24.77
12035 - Electroneurodiagnostic Technologist 24.77
12040 - Emergency Medical Technician 18.55
12071 - Licensed Practical Nurse I 18.60
12072 - Licensed Practical Nurse II 20.82
12073 - Licensed Practical Nurse III 22.85
12100 - Medical Assistant 14.23
12130 - Medical Laboratory Technician 18.04
12160 - Medical Record Clerk 16.06
12190 - Medical Record Technician 17.96
12195 - Medical Transcriptionist 17.93
12210 - Nuclear Medicine Technologist 31.82
12221 - Nursing Assistant I 9.75
12222 - Nursing Assistant II 10.96
12223 - Nursing Assistant III 13.02
12224 - Nursing Assistant IV 14.62
12235 - Optical Dispenser 18.34
12236 - Optical Technician 14.41
12250 - Pharmacy Technician 16.31
12280 - Phlebotomist 14.62
12305 - Radiologic Technologist 28.28
12311 - Registered Nurse I 26.73
12312 - Registered Nurse II 31.24
12313 - Registered Nurse II, Specialist 31.24
12314 - Registered Nurse III 37.77
12315 - Registered Nurse III, Anesthetist 37.77
12316 - Registered Nurse IV 45.28
12317 - Scheduler (Drug and Alcohol Testing) 18.85
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I 18.55
13012 - Exhibits Specialist II 23.33
13013 - Exhibits Specialist III 28.11
13041 - Illustrator I 20.40
13042 - Illustrator II 25.28
13043 - Illustrator III 30.91

13047 - Librarian 28.00
13050 - Library Aide/Clerk 13.77
13054 - Library Information Technology Systems Administrator 25.29
13058 - Library Technician 19.05
13061 - Media Specialist I 17.03
13062 - Media Specialist II 19.05
13063 - Media Specialist III 21.24
13071 - Photographer I 14.67
13072 - Photographer II 17.18
13073 - Photographer III 21.52
13074 - Photographer IV 26.05
13075 - Photographer V 29.15
13110 - Video Teleconference Technician 17.59
14000 - Information Technology Occupations
14041 - Computer Operator I 17.78
14042 - Computer Operator II 19.88
14043 - Computer Operator III 22.17
14044 - Computer Operator IV 24.64
14045 - Computer Operator V 27.28
14071 - Computer Programmer I (1) 23.12
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 17.78
14160 - Personal Computer Support Technician 24.64
15000 - Instructional Occupations
15010 - Aircrew Training Devices Instructor (Non-Rated) 34.77
15020 - Aircrew Training Devices Instructor (Rated) 42.72
15030 - Air Crew Training Devices Instructor (Pilot) 50.81
15050 - Computer Based Training Specialist / Instructor 31.26
15060 - Educational Technologist 30.88
15070 - Flight Instructor (Pilot) 50.81
15080 - Graphic Artist 26.80
15090 - Technical Instructor 23.87
15095 - Technical Instructor/Course Developer 29.19
15110 - Test Proctor 19.22
15120 - Tutor 19.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
16010 - Assembler 9.29
16030 - Counter Attendant 9.29
16040 - Dry Cleaner 12.21
16070 - Finisher, Flatwork, Machine 9.29
16090 - Presser, Hand 9.29
16110 - Presser, Machine, Drycleaning 9.29
16130 - Presser, Machine, Shirts 9.29
16160 - Presser, Machine, Wearing Apparel, Laundry 9.29
16190 - Sewing Machine Operator 12.79

16220 - Tailor 13.57
16250 - Washer, Machine 10.16
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room) 18.95
19040 - Tool And Die Maker 23.05
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator 17.90
21030 - Material Coordinator 21.29
21040 - Material Expediter 21.29
21050 - Material Handling Laborer 12.65
21071 - Order Filler 13.87
21080 - Production Line Worker (Food Processing) 17.90
21110 - Shipping Packer 14.46
21130 - Shipping/Receiving Clerk 14.46
21140 - Store Worker I 10.91
21150 - Stock Clerk 15.70
21210 - Tools And Parts Attendant 17.90
21410 - Warehouse Specialist 17.90
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder 25.68
23021 - Aircraft Mechanic I 24.46
23022 - Aircraft Mechanic II 25.68
23023 - Aircraft Mechanic III 26.97
23040 - Aircraft Mechanic Helper 16.61
23050 - Aircraft, Painter 23.42
23060 - Aircraft Servicer 18.71
23080 - Aircraft Worker 19.90
23110 - Appliance Mechanic 20.60
23120 - Bicycle Repairer 14.43
23125 - Cable Splicer 24.98
23130 - Carpenter, Maintenance 20.88
23140 - Carpet Layer 19.33
23160 - Electrician, Maintenance 26.56
23181 - Electronics Technician Maintenance I 22.73
23182 - Electronics Technician Maintenance II 24.13
23183 - Electronics Technician Maintenance III 25.42
23260 - Fabric Worker 18.04
23290 - Fire Alarm System Mechanic 21.46
23310 - Fire Extinguisher Repairer 16.50
23311 - Fuel Distribution System Mechanic 22.81
23312 - Fuel Distribution System Operator 19.38
23370 - General Maintenance Worker 21.17
23380 - Ground Support Equipment Mechanic 24.46
23381 - Ground Support Equipment Servicer 18.71
23382 - Ground Support Equipment Worker 19.90
23391 - Gunsmith I 16.63
23392 - Gunsmith II 19.33
23393 - Gunsmith III 21.62
23410 - Heating, Ventilation And Air-Conditioning Mechanic 22.21
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)

24.37
23430 - Heavy Equipment Mechanic 21.46
23440 - Heavy Equipment Operator 21.46
23460 - Instrument Mechanic 21.62
23465 - Laboratory/Shelter Mechanic 20.52
23470 - Laborer 14.27
23510 - Locksmith 19.76
23530 - Machinery Maintenance Mechanic 21.77
23550 - Machinist, Maintenance 21.62
23580 - Maintenance Trades Helper 15.10
23591 - Metrology Technician I 21.62
23592 - Metrology Technician II 22.78
23593 - Metrology Technician III 23.89
23640 - Millwright 25.63
23710 - Office Appliance Repairer 21.63
23760 - Painter, Maintenance 20.52
23790 - Pipefitter, Maintenance 23.19
23810 - Plumber, Maintenance 20.99
23820 - Pneudraulic Systems Mechanic 21.62
23850 - Rigger 21.62
23870 - Scale Mechanic 19.33
23890 - Sheet-Metal Worker, Maintenance 21.62
23910 - Small Engine Mechanic 20.05
23931 - Telecommunications Mechanic I 27.74
23932 - Telecommunications Mechanic II 29.24
23950 - Telephone Lineman 26.38
23960 - Welder, Combination, Maintenance 21.62
23965 - Well Driller 21.62
23970 - Woodcraft Worker 21.62
23980 - Woodworker 16.63
24000 - Personal Needs Occupations
24570 - Child Care Attendant 11.63
24580 - Child Care Center Clerk 16.15
24610 - Chore Aide 10.00
24620 - Family Readiness And Support Services Coordinator 14.25
24630 - Homemaker 16.75
25000 - Plant And System Operations Occupations
25010 - Boiler Tender 26.10
25040 - Sewage Plant Operator 20.23
25070 - Stationary Engineer 26.10
25190 - Ventilation Equipment Tender 18.37
25210 - Water Treatment Plant Operator 20.23
27000 - Protective Service Occupations
27004 - Alarm Monitor 19.43
27007 - Baggage Inspector 12.66
27008 - Corrections Officer 21.30
27010 - Court Security Officer 23.26
27030 - Detection Dog Handler 19.43
27040 - Detention Officer 21.30
27070 - Firefighter 22.39

27101 - Guard I 12.66
27102 - Guard II 19.43
27131 - Police Officer I 24.58
27132 - Police Officer II 28.24
28000 - Recreation Occupations
28041 - Carnival Equipment Operator 13.59
28042 - Carnival Equipment Repairer 14.63
28043 - Carnival Equpment Worker 9.24
28210 - Gate Attendant/Gate Tender 13.01
28310 - Lifeguard 11.59
28350 - Park Attendant (Aide) 14.56
28510 - Recreation Aide/Health Facility Attendant 10.62
28515 - Recreation Specialist 18.04
28630 - Sports Official 11.59
28690 - Swimming Pool Operator 18.21
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer 22.60
29020 - Hatch Tender 22.60
29030 - Line Handler 22.60
29041 - Stevedore I 20.82
29042 - Stevedore II 23.68
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (2) 36.27
30011 - Air Traffic Control Specialist, Station (HFO) (2) 25.01
30012 - Air Traffic Control Specialist, Terminal (HFO) (2) 27.54
30021 - Archeological Technician I 17.82
30022 - Archeological Technician II 19.87
30023 - Archeological Technician III 25.95
30030 - Cartographic Technician 25.95
30040 - Civil Engineering Technician 23.78
30061 - Drafter/CAD Operator I 18.72
30062 - Drafter/CAD Operator II 20.94
30063 - Drafter/CAD Operator III 24.60
30064 - Drafter/CAD Operator IV 30.26
30081 - Engineering Technician I 20.95
30082 - Engineering Technician II 23.53
30083 - Engineering Technician III 26.31
30084 - Engineering Technician IV 32.61
30085 - Engineering Technician V 39.88
30086 - Engineering Technician VI 48.25
30090 - Environmental Technician 23.50
30210 - Laboratory Technician 22.36
30240 - Mathematical Technician 28.94
30361 - Paralegal/Legal Assistant I 20.71
30362 - Paralegal/Legal Assistant II 25.69
30363 - Paralegal/Legal Assistant III 31.38
30364 - Paralegal/Legal Assistant IV 37.97
30390 - Photo-Optics Technician 27.33
30461 - Technical Writer I 21.27
30462 - Technical Writer II 25.98

30463 - Technical Writer III 31.44
30491 - Unexploded Ordnance (UXO) Technician I 23.05
30492 - Unexploded Ordnance (UXO) Technician II 27.89
30493 - Unexploded Ordnance (UXO) Technician III 33.43
30494 - Unexploded (UXO) Safety Escort 23.05
30495 - Unexploded (UXO) Sweep Personnel 23.05
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2) 24.35
30621 - Weather Observer, Senior (2) 26.38
31000 - Transportation/Mobile Equipment Operation Occupations
31020 - Bus Aide 12.50
31030 - Bus Driver 18.19
31043 - Driver Courier 12.71
31260 - Parking and Lot Attendant 9.53
31290 - Shuttle Bus Driver 14.69
31310 - Taxi Driver 13.98
31361 - Truckdriver, Light 14.69
31362 - Truckdriver, Medium 17.18
31363 - Truckdriver, Heavy 18.42
31364 - Truckdriver, Tractor-Trailer 18.42
99000 - Miscellaneous Occupations
99030 - Cashier 10.03
99050 - Desk Clerk 11.11
99095 - Embalmer 23.05
99251 - Laboratory Animal Caretaker I 10.47
99252 - Laboratory Animal Caretaker II 11.73
99310 - Mortician 29.98
99410 - Pest Controller 15.13
99510 - Photofinishing Worker 11.59
99710 - Recycling Laborer 16.51
99711 - Recycling Specialist 20.27
99730 - Refuse Collector 14.64
99810 - Sales Clerk 11.87
99820 - School Crossing Guard 12.51
99830 - Survey Party Chief 21.61
99831 - Surveying Aide 13.43
99832 - Surveying Technician 20.54
99840 - Vending Machine Attendant 13.68
99841 - Vending Machine Repairer 17.76
99842 - Vending Machine Repairer Helper 13.68

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 vacation after 1 year of service with a contractor or successor; 3 weeks after 5 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. (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 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) 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) 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.

PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	**RATING** (See Rating Guidelines on Page 2)					
	5 – Excellent	**4** – Good	**3** – Acceptable	**2** – Minimally Acceptable	**1** – Poor	**0** – Unacceptable
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: _____

2. Name & Title of Evaluator:_____

3. Signature of Evaluator:_____

4. Name of Evaluator's Organization:_____

5. Telephone Number of Evaluator:_____

6. Type of service received: _____

7. Contract Number, Amount and period of Performance _____

8. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)

_____

_____

9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

_____

_____

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	**Cost Control**	**Timeless of Performance**	**Business Relations**
	-Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence	-Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue	-Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and -contract administration -No liquidated damages assessed	-Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems -Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Unacceptable	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1, Poor	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Minimally Acceptable	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

LIVING WAGE ACT FACT SHEET

The "Living Wage Act of 2006," Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of $100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

Effective January 1, 2008, the living wage rate is $12.10 per hour.

Subcontractors of D.C. government contractors who receive $15,000 or more from the contract and subcontractors of the recipients of government assistance who receive $50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

"Affiliated employee" means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term "affiliated employee" does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

Exemptions – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District's current living wage, the contractor must pay the higher of the two rates);

2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;

3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;

4. Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;

5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;

6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;

7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;

8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26. U.S.C. §501(c)(3);

9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code §44-501); and

10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Enforcement

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 64 New York Ave., NE, Room 3105, (202) 671-1880.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

Please note: *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*

"THE LIVING WAGE ACT OF 2006"

Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-.11)

Effective June 9, 2006, recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage. Effective January 1, 2008, the living wage rate is $12.10.

The requirement to pay a living wage applies to:

- All recipients of contracts in the amount of $100,000 or more; and, all subcontractors of these recipients receiving $15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of $100,000 or more; and, all subcontractors of these recipients of government assistance receiving $50,000 or more in funds from government assistance received from the District of Columbia.

"Contract" means a written agreement between a recipient and the District government.
"Government assistance" means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.
"Affiliated employee" means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term "affiliated employee" does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.

Certain exceptions may apply where contracts or agreements are subject to wage determinations required by federal law which are higher than the wage required by this Act; contracts for electricity, telephone, water, sewer other services delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or eminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; Medicaid provider agreements for direct care services to Medicaid recipients, provided that the direct care service is not provided through a home care agency, a community residential facility or a group home for mentally retarded persons; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, provided that other employees are not replaced, and for employees of nonprofit organizations that employ not more than 50 individuals.

Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice concerning these requirements in a conspicuous site in the place of business.

All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.

This is a summary of the "Living Wage Act of 2006". For the complete text go to:
www.does.dc.gov *or* www.ocp.dc.gov

To file a complaint contact: **Department of Employment Services**
Office of Wage-Hour
64 New York Avenue, N.E., Room 3105, Washington, D.C. 20002
(202) 671-1880