



905B Staff Benefit Certification Form Resource/Completion Guide

Overview: The Service Contract Act requires contractors and subcontractors performing services on both district and federal contracts **over \$2,500** to pay their employees **fair wages and fringe benefits** as determined by the U.S. Department of Labor (DOL). The purpose of the SCA is to ensure that service employees working on district and federal contracts are compensated at rates comparable to those prevailing in the local area, preventing wage undercutting in federal service work.

Key Provisions:

- **Wage Determinations:** Contractors must pay employees at least the minimum wage rates and fringe benefits listed in the DOL wage determination for the specific location and job classification.
- **Fringe Benefits:** Includes health and welfare benefits, vacation, and holiday pay (or equivalent cash value).

TCP's subcontractors are required to adhere to the Wage Determinations under the SCA for jobs that are covered under the act. Please reference the Wage Determinations under the SCA **(last updated July 2025)** that is included along with this document to further determine which jobs are covered as well as their required rate of pay. Some examples of positions applicable to TCP's subcontractors have been extracted from the document and included below. **While this only includes a few examples of positions covered, please be sure to review the complete Wage Determinations under the SCA document in its entirety.** Please note that Wage Determinations under the SCA are updated every year by the Department of Labor.

Occupation Code	Title	Required Hourly Rate of Pay
01011	Accounting Clerk I	\$21.83
01012	Accounting Clerk II	\$24.50
01013	Accounting Clerk III	\$27.41
01020	Administrative Assistant	\$39.97
01120	Housing Referral Assistant	\$26.61
07010	Cook I	\$20.40
07042	Cook II	\$23.72
11150	Janitor	\$17.84 or District's Living Wage if higher
24550	Case Manager	\$23.07
24620	Family Readiness and Support Services Coordinator	\$23.07
27101	Guard I	\$20.31
27102	Guard II	\$22.72

Monthly Amount paid for Health and Welfare:

- Should equal at least \$5.55 per hour, up to 40 hours per week, or \$222.00 per week or \$962.00 per month.

Annual Vacation Hours:

Updated November 2025

- Employees that have been employed with the agency after 1 year should earn 2 weeks paid vacation annually
- Employees that have been employed with the agency after 5 years should earn 3 weeks paid vacation annually
- Employees that have been employed with the agency after 15 years should earn 4 weeks paid vacation annually

Holidays:

- All employees must have at minimum **11** paid holidays per year

Uniforms:

- If the job requires employees to wear uniforms, and the uniforms are unable to be routinely washed and dried without requiring special treatment such as dry cleaning, daily washing or commercial laundering, employees must be reimbursed for such fees at a rate of \$3.35 per week.