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June 28, 2013

Dear Employer:

I am writing to let you know about this year's *Orchard Laborer Wage* survey. We are required to conduct this survey as part of a Federal program that determines the prevailing wages paid to orchard laborers in Maine. *Typical duties of an orchard laborer include summer pruning, weeding, mowing, thinning existing trees, removing trees, and planting new trees.*

This survey asks employers to provide the pay rate, hours worked, total wages and residence of orchard laborers during one week of the peak season. **The payroll week selected for this year's survey will be the week which includes June 21st.**

We ask that you complete the enclosed forms and return them to us by Friday, July 19th in the enclosed postage paid envelope. If you had no employment of orchard laborers during this week, please *complete* the survey of prevailing practices and return it in the envelope provided, we need this information regardless. We know this is a busy time for you and so the forms have been simplified to reduce the task as much as possible. Examples are given. If you would rather send a copy of your payroll records for the survey week, feel free to do so. All information regarding individuals and employers will be kept confidential.

If you have any questions, or desire assistance with the survey, please contact Suzanne Thivierge at (207) 621-5193, e-mail at suzanne.p.thivierge@maine.gov , or fax to (207) 287-2947. You can visit our survey website for copies of forms and information: <http://www.maine.gov/labor/cwri/wageSurveys.html>

Very truly yours,

Chris Boudreau
Director

CB:spt:Enclosures