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August 23, 2013

Dear Employer:

I am writing to let you know about this year's *Blueberry Mechanical Harvester Operator Wage* survey. We are required to conduct this survey as part of a Federal program that determines the prevailing wages paid to Maine's blueberry Mechanical Harvester Operators.

This survey asks employers to provide the pay rate, hours worked, total wages and residence of mechanical harvester operators during one week of the peak season. We are seeking payroll information for Mechanical Harvester Operators only; information for helpers is not needed. If an operator rotates, worked the back of the machine, or spent time on machine maintenance; only the time worked in actual operation is needed. **The payroll week selected for this year's survey will be the week which includes August 16th.**

We ask that you complete the enclosed forms and return them to us by *September 13th* in the enclosed postage paid envelope. 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) 621-5176, 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
Division Director

cb:spt: Enclosures