Exhibit VI

PAYROLL AND COMPLIANCE
RECORDS & PROCEDURES

ORDER RECORD

Date Ordered and Contract

7 21/45

Rate of Pay

Hours

Type of Labor Wanted
Indicate in order of preference

1st choice ...Canadian...2...
2nd choice ....
3rd choice ....

Farmer ......Cleve Hall......

Address ......Amity......

Legal
Residence ....

Telephone ......4438......

No. Workers wanted ....2.....
Pickers Acceptable (Wo.)......(1)
Pickers Acceptable (Yo.)..........

Housing:
Farmer ....
Help House ....
Barracks ....

Acres Potatoes	Rating
22	

COMMENTS:

(left margin, vertical: Made In U. S. A.)

CONTRACT INFORMATION

Date of Contract	Number Requested	Period of Contract	Number Delivered	Date Delivered	Number Terminated	Date Employed	Date Terminated	Now Employed
7 21/45	2	9/10-10/31						

(left margin, vertical: Form 8043 ... RE-ORDER No. ...)

(tab, vertical: HALL, CLEVE AMITY N)

MAINE EXTENSION SERVICE
WEEKLY PAYROLL

EMPLOYER ....

ADDRESS ....

WEEK OF .... TO..............

WORKER'S NAME ....

Date	Sat.	S	M	T	W	T	F	Total
Bbl. Pck'd								
Hrs. Pkng								
Hrs. Other								
Part Time								

Rate per hr.	Rate per barrel	Week Earnings Total

Signature—Employer

Signature—Worker
(over)

COMPLIANCE PROCEDURE

The compliance record shall consist of the order and payroll compliance folder. All contract information will be kept on the left hand side of the folder under the Order Record.

To explain the columns under Contract Information --: Date of Contract (Col.1) is the date on which the farmer gave his order and signed a contract for workers. Number Requested (Col.2) gives the number of workers the farmer wishes to have furnished him by the Extension Service. Period of Contract (Col.3) is the time, Sept. 10 to Oct. 31, the workers are in Aroostook. All contracts have the same date for this. Under No. Delivered (Col.4) should be listed the total number of workers given the farmer, whether more, less, or the exact number ordered. Date Delivered (Col.5) means the date all workers were to begin work for the farmer. If at any time, for any reason, the workers placed with a farmer should leave, the number of workers leaving should be recorded under No. Terminated (Col.6). The date of termination should be placed under Date Terminated (Col.8). Column 9, Now Employed, should at all time give the total number of workers employed by the farmers. Column 7 is in error and is left blank.

If two workers leave a farmer, the number "2" should be placed under No. Terminated (Col.6). If the farmer had 10 workers originally, this would make the total number under Now Employed (Col.9) "8" instead of 10. Later on perhaps two more workers are placed with the farmer, in which case the number "2" would be recorded in Col.4, No. Delivered, and would bring the number in the Now Employed column back to 10 workers.

Payroll Compliance Information is recorded on the right hand side of the folder. The code letters L - E - C mean --: L-time lost workers fault, E-time lost employers fault, C-days in compliance.

All information for this record will be taken from the Weekly payroll form which every farmer must submit.

First, the names of all workers employed by any one farmer are listed under "Name." The Assignment Date (Col.2) the day after the worker was assigned to the farmer, in other words, the date the worker should begin work, comes directly after his name.

The ending date of each week should be placed directly under the word "Date" at the beginning of each column, and above the columns entitled "Com. WK." and Sub. Tot.". The week end date should in all cases be Friday.

Compliance for any one day is considered when a worker works 8 hours or when he earns $3 in a day without board furnished or when he earns $1.60 in a day and board is furnished.

To explain more clearly the manner in which compliance is recorded we will take, for example, the worker Sam Smith. He was assigned on Sept. 12, which was a Wednesday. On Thursday he should have started work, but the payroll sheet shows that he did not work because of illness, listed on the payroll as "S" part time and listed as workers fault on the compliance record. Therefore, under the date of 9/14, 1st. Column, on the line beginning with "L" the figure "1" should be placed to show that the worker lost one day's work and it was his fault. This would make the sub-total on that time "1". On Friday the worker worked 8 hrs. and was therefore, in compliance - The figure "1" is placed opposite the letter "C" under Com. Wk. making the sub-total on that line for the week "1". The worker lost no time that week due to the fault of his employer so the line headed "E" should contain a "0".

During the second week, 9/21, the worker was sick one day, shown by a "1" under Com. Wk. making the sub-total "2". He worked the other 5 days of that week, which brings the sub-total for compliance up to 6.

The third week, 9/28, Sam Smith lost 3 days work--2due to his own fault and 1 his employer's. The sub-total for time lost worker's fault should be brought up to 4. This makes the 1st days work lost because of his employer's fault so the Com. wk. on line "E" should have a figure "1" on it now, making the sub-total on the same line "1".

During the week ending Oct. 5, two more days were lost due to illness, worker's fault, making a sub-total of 6 days. The other(4)four days of that wk. were worked so the number 4 under com. wk. brings the sub-total up to 13.

The worker lost no time due to the fault of his employer so the sub-total under "E" remains the same, "1".

On October 6, Sam Smith was transferred to P. K. Small. His compliance record with Ed Scile has ended. Therefore the totals are carried over to the last column. Here compliance is figured.

A farmer is in compliance when he has worked a worker 75% of the time he is under contract. This is calculated on a basis of: the total days worked divided by the total days under contract less the days not worked due to the worker's fault. Thus in the above case:

The worker caused himself to lose 6 day's work; his employer was at fault 1 day, that makes a total of 7 days not worked out of a possible 20. The total days worked are 13; the total days under contract are 20, less 6 days not worked due to workers fault, leaving 14 days. The worker then worked 13/14 of the total days or 93%, thus the farmer is in compliance since the worker worked more than 75% of contract time.

In case compliance were not met by the above method, then the following should be checked--the sum of all hours not in compliance should be taken, this sum then divided by 10 hours would give the equivalent full days worked (10 hrs. per day). This can be added to the total days in compliance and compliance re-checked.