



October 16, 2012

Mr. Gabriel Rosetti, III, Business Manager  
Laborers Local Union 633  
7051 Fly Road  
East Syracuse, NY 13057

Case Number: [REDACTED]  
LM Number: 542966

Dear Mr. Rosetti:

This office has recently completed an audit of Laborers Local Union 633 under the Compliance Audit Program (CAP) to determine your organization's compliance with the provisions of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).

As discussed during the exit interview with you on October 15, 2012, no violations of the LMRDA were disclosed in areas of financial activity included in the CAP. This does not exhaust all possible problem areas, however, since the audit conducted was limited in scope and did not include all areas of your union's operation.

#### Other Issue

##### Salary Policy for Employees

Although the audit disclosed that union records adequately document salary payments reported in Schedule 11 (All Officers and Disbursements to Officers) and Schedule 12 (Disbursements to Employees), the local did not have a written policy establishing salary and benefit levels approved by the local. The local by-laws indicate the business manager is responsible for the salary and conditions of employment of union staff, but union records do not identify the level of compensation approved.

OLMS recommends unions adopt written salary policies approved by the governing body. The enclosed OLMS compliance tips titled *Authorization of Salary and Paid Leave For Union Officials* offers suggestions for developing a written policy that will ensure compliance with the LMRDA.

I want to extend my personal appreciation to Laborers Local Union 633 for the cooperation and courtesy extended during this compliance audit. I strongly recommend that you make sure this letter and the compliance assistance materials provided to you are passed on to future officers. If we can provide any additional assistance, please do not hesitate to call.

Sincerely,

[REDACTED]

Investigator

Enclosure

cc: Mr. John Shannon, President