

U.S. Department of Labor

Employment Standards Administration
Office of Labor-Management Standards
Pittsburgh District Office
801 Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
(412) 395-6925 / FAX: (412) 395-5409



September 14, 2005

Carl Pelinsky, Secretary-Treasurer
AFGE Local 3493
1760 Pinewood Drive
Fairview, PA 16415

Re: - - - 2 - - -

Dear Mr. Pelinsky:

This office has recently completed an audit of AFGE Local 3493 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, as Amended (LMRDA). As discussed during the exit interview with you on September 14, 2005, the following problems were discussed during the CAP. The matters listed below are not an exhaustive list of all possible problem areas since the audit conducted was limited in scope.

The CAP disclosed a violation of Title IV of the LMRDA. Section 401 requires that local union's hold officer elections at least every three years. You indicated that AFGE Local 3493 has not held an election since 2001. Since you agreed to contact me with a date for the nomination and election of officers, no further action is required at this time.

You were advised that the practice of the President pre-signing blank union checks should be discontinued. I understand this presents a difficult situation since you and the President do not see each other on a regular basis. However, pre-signing blank checks is not a proper safeguard and could lead to the misuse or embezzlement of union funds. It is recommended that you have another person added as a signature to the account.

Since your local has not had a regular membership meeting since 2001, it is recommended that you at least prepare a monthly treasurer's report and e-mail it to the membership for their approval. You should also communicate with the membership if any large or unusual disbursement comes up that requires their approval.

It is not a good practice to hold onto dues checks for several months before depositing them into the local's account. By doing so increases the chances of a lost or stolen check. It is recommended that you have dues electronically deposited into the local's account.

I want to extend my personal appreciation for your cooperation and courtesy during this compliance audit. If we can be of any assistance in the future, please do not hesitate to call.

Sincerely,

EC

Investigator

cc: Edward Enterline

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