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## Inside AICPA, March 11, 1991

American Institute of Certified Public Accountants (AICPA)

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March 11, 1991

**Staff  
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute.

		<u>Anniversary</u>
Rick Rikert	Technical Information	21st
Margaret Carlucci	Mail Services	14th
Louise Birk	Text Processing	10th
Betty Watson	Professional Ethics	9th
Joan Ciampo	CPE Production	6th
Mark Scotto	CPE Production	6th

**Welcome!**

Michael Hilmo - Evaluations & Data Analyst - CPE Educational Support Services. Michael joins us from the Dayton Hudson Corporation where he worked as a Retailer/Manager's Assistant.

Wendy Jones - Shift Supervisor - Data Processing Operations. Wendy previously worked as a Computer Operator for Chase Manhattan Bank.

Mordecai (Mordy) Kramer - Technical Advisor - Information Technology. Mordy joins the Institute from Ernst & Young where he was a member of the audit staff.

Diego Ledesma - Photo Technician - Printing Services. Before joining the Institute, Diego worked as a Driver for Dominos Pizza.

**Staff  
Promotions**

Stephen Garone in CPE Production was promoted from Production Assistant to Production Associate.

Gabrielle Ulloa in Human Resources was promoted from Benefits Assistant to Employment Assistant.

**Staff  
Member  
Passes  
CPA Exam**

Congratulations are in order for Barbara Wurem of Internal Audit. Barbara, who joined us at the beginning of the year, took and passed two parts of the CPA exam upon graduation from St. John's University in May 90. She passed the remaining two parts in November. Congratulations!

**Restrictions  
on Smoking**

We have received a number of questions regarding New York State's Smoking Law and the Institute's compliance to it. To help clarify your concerns, reprinted below is the Institute's (New York Office) no smoking policy.

1. Smoking shall be prohibited in all work areas including meeting/conference rooms, unless such areas are enclosed areas and are occupied exclusively by a person or persons who do not object to smoking.
2. Smoking shall be prohibited in all reception areas, hallways, restrooms, elevators, and areas containing photocopy or other equipment used in common by employees.
3. A smoking area will be designated in the cafeteria and in the executive dining room. Employees will be permitted to smoke in the cafeteria smoking area during their normal break periods.
4. Smoking will not be permitted in non-smoking areas by visitors where prohibited by these rules.

As mentioned in #2 above, the response to your most frequently asked question, "Is smoking allowed in the restroom?", is quite simply, no. Employees are permitted to smoke in the cafeteria's designated smoking areas and in enclosed areas occupied by a person or persons who do not object to smoking.

Questions regarding this policy should be directed to Human Resources.

**The Lunch  
Hour**

New York State Labor law, which applies to all employees, full and part-time staff as well as agency and Institute temps, mandates at least 45 minutes for lunch. You cannot allocate to overtime more than 15 minutes of the hour set aside by AICPA policy for lunch. Also, you must first obtain your Supervisor's approval to put in OT at lunch or anytime else.