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Inside AICPA, October 18, 1993

American Institute of Certified Public Accountants (AICPA)

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October 18, 1993

Staff Anniversaries

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

		Anniversary
Lori Swanberg	Auditing Standards	11th
Domenic Lofaso	Production - Periodicals	10th
Al Man	CPE Program Development - Self-Study	10th
Desmond Thomson	Accounting	7th

Welcome

Hollie Boyle has rejoined the Institute as a Meetings Planner in Meetings & Travel.

Employee Severance Plan

About a week ago, all employees received a document titled "Employee Severance Plan - Summary Plan Description" (SPD) for inclusion in their Benefits Binder. This is one document in a series of SPDs that will be distributed to everyone at the AICPA. The Federal government requires employers to provide employees with an SPD for each benefit program. In the past, definitions of benefit programs included such things as the pension plan or the 401(k) program. The government has broadened the definition, so severance and other areas of policy are now included in Department of Labor and Internal Revenue Service regulations. As a result, all employees will be receiving more SPDs now, and in the future.

If you have any questions, please contact Human Resources.

PruCare Survey

Sometime in October, PruCare will be conducting a telephone member/family satisfaction survey to those members enrolled under the PruCare Plan. They will be calling 30,000 households in an effort to gain information to improve the health plan.

1993-94 Discount Books

Now available through Human Resources are *1993-94 Celebrity Dining Club* discount books for Manhattan and New Jersey. The books contain discounts (usually 2 for 1) for restaurants, movies, sporting events, concerts and plays, fast foods, hotels, and more. The books are valid from October 1, 1993 through December 1, 1994 (14 months).

These books, which will sell elsewhere for \$25, are being offered to AICPA staff at a special price of \$15 for the NY edition and \$18 for the NJ edition. If you are interested, please complete the coupon below and return it to Kimberley Hines with your check payable to Celebrity Publishing, Inc. All orders must be submitted to Kimberley Hines by November 1, 1993.

I would like to order the following *1993-94 Celebrity Dining Club* discount books:

	Quantity		Price		Total
New York Edition:	_____	@	\$15.00 each		\$ _____
New Jersey Edition:	_____	@	\$18.00 each		\$ _____

My check for \$ _____ payable to Celebrity Publishing, Inc. is attached.

NAME _____ COST CENTER _____
 (Please Print)

Employee Suggestion Program

Got any bright, innovative, resourceful, revenue generating ideas? If so, Thursday, October 21st is the day to submit them through the AICPA Employee Suggestion Program.

Why this Thursday? Because it's Employee Suggestion Day! The first 50 employees (as determined by the date stamp on the suggestion form) who submit a qualified suggestion on Thursday, October 21st will receive a lunch voucher worth up to \$5.00.

To qualify, your suggestion must describe a plan for providing new or enhanced revenues, reducing costs, improving the quality of business operations, products or services, or improving safety. Also, in order to be eligible, the suggestion must be submitted in writing on an official ESP form and signed by the suggester(s).

It's easy to participate in the AICPA Employee Suggestion Program on "Suggestion Day". A display will be set up in the Luncheon Club in Harborside, in Human Resources in New York, and the employee lounge in Washington. Stop at one of the display areas to pick up your form and a special ESP pen to fill it out. Then submit your completed, signed form to Human Resources in New Jersey or New York or Ela Work in Washington, and we will notify you if your suggestion is one of the first 50 received. The pen is yours to keep as our way of saying thank you for participating in the AICPA Employee Suggestion Program. Remember, if your award is implemented, you could be eligible to receive an award ranging from \$50 - \$15,000.

FAMILY MEDICAL LEAVE POLICY

In order to accommodate the needs of the American workforce to care for their immediate family members or their own serious health condition, Congress has enacted the Family and Medical Leave Act (FMLA) effective August 5, 1993. The FMLA was designed to grant eligible employees a period of time from work with job protection and access to health insurance coverage.

Briefly, eligible employees (those who have been employed for at least 12 months) may request an unpaid family and or medical leave of absence, up to a maximum of 12 weeks per 12 month period (employees working in D.C. are allowed 16 weeks of leave per 24 month period), for the following events:

1. the birth and care for the employee's newborn, or for the placement of a, child with the employee for an adoption or foster care;
2. the care of the employee's spouse, daughter, son, or parent, who has a serious health condition (generally an illness, injury, impairment, physical or mental condition or prenatal care that makes the person unable to perform the functions of his/her job);
3. and for your own serious illness.

Employees who return to work from FML within 12 weeks generally will be entitled to return to their job or an equivalent position. During the leave, the employee's life and disability coverage will be continued at no cost to the employee. Medical and dental insurance may be continued as long as the employee pays his/her normal share of the premium. Employees are required to use their available vacation time during the 12 week leave except when leave is for their own serious health condition. At that time the salary continuance benefit will be used.

Any leave request based on a family member's or employee's serious health condition must be supported by certification from a physician. When the leave is foreseeable the employee must provide the AICPA with at least thirty days' notice; or if the leave is unforeseeable, the employee must give notice as soon as practical.

The FMLA does not supersede any state regulations which provide greater rights than those afforded by the FMLA. Employees who are considering FML should contact the Human Resources Division for additional information and forms.