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American Institute of Certified Public Accountants (AICPA)

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January 3, 1994

**Staff
Anniversaries**

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

	Anniversary
Iman Faltass	Fulfillment 13th
Elma Satterfield	Quality Review 13th
Leonora LaMantia	Library Services 10th
Donna Hart	Order 6th
Jay Rothberg	Member & State Relations 6th
Timothy Wyatt	Order 6th
Maria Navarro	Quality Review 5th
Richard Niles	CPE Program Development - Tax 5th
Monique Summers	Receivables 5th

Please Welcome!

Kimberly A. Hansen - Secretary - Budgeting & Financial Analysis. Kimberly joins the Institute full-time after being employed on a temporary basis in the CPE Division.

**Long Term
Disability
Benefits**

The Institute provides a Long Term Disability benefit for its full time employees who have depleted Salary Continuance/Short Term Disability. The policy provides a 60% income replacement to a monthly maximum of \$10,000 until either the end of disability or age 65, whichever is first.

Effective January 1, 1994 the Institute's contract will be effective with CNA. The terms of the new contract duplicate the original except for the following enhancements:

- CNA will provide a six month survivor's benefit while UNUM provided a three month benefit. The survivor's benefit is six times the deceased employee's last monthly benefit.
 - CNA will provide a conversion privilege, regardless of the person's health, when employment terminates.
 - CNA will provide the service of outside Social Security Specialists who handle the filing and appeal processes for Social Security benefits for the Institute's employees on LTD.
 - An increase in the monthly maximum payable amount from \$7,000/month to \$10,000 per month.
 - The pre-existing condition for employees hired on or after January 1, 1993 is changed to the industry standard. The standard clause is: a condition for which medical treatment or advice was rendered within three months prior to the employees' effective date, shall not be covered until one year after the employees' effective date.
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Keeping Those New Year's Resolutions

A "New Year's Resolution That Really Works" workshop will be offered on Friday, January 14 in the New York training room. The class is based on "Investment In Excellence" (IIE) principles, and is a follow-up class to the IIE program. If you haven't taken the IIE core program, consider taking this four hour course to see if you would be interested in taking the full program. John Jones, Quality Review, will be facilitating the class. Please contact Gaby Ulloa on ext. 6180 if you are interested.

Shuttle Bus

Shuttle bus service to the Newport Centre Mall resumed its "Friday Only" schedule during the week of December 27 and will continue to run every Friday until further notice. Buses leave every 15 minutes between the hours of 11:30 a.m. and 2:00 p.m. from the corner of Columbus Drive & Hudson Street, corner of Montgomery & Hudson Streets and the corner of Marin Boulevard & Columbus Drive.

Personal Safety

For your personal security, we require that you wear an I.D. badge displayed in an easily visible manner at all times while on the premises. We also recommend that you:

- Keep all personal valuables such as pocketbooks, wallets, watches, eyeglasses, etc. in your desk and that you lock your desk when you leave it.
- Do not leave cash or other valuables in a coat, jacket or sweater left in a closet or unattended in your office area.
- Lock all small valuable items in your desk when you leave for the day.
- Do not admit messengers into our office space after 5:00 p.m. Signs have been placed on the doors advising messengers to leave their packages in the appropriate departments.
- Do not leave any doors propped open when leaving the office. Use your Cardkey to gain access to our facilities.
- Do not admit anyone unless you know them personally or they show you their AICPA I.D. badge before opening the door.
- If you expect visitors for meetings, etc. after regular office hours, please advise Office Facilities by 3:00 p.m. that day so that building security can be alerted.

Do not exit our office space if you observe any suspicious person or persons loitering within the elevator lobby area. Call the appropriate Building Security, in N.Y. (212) 489-3020, in N.J. (201) 915-8550 and in D.C. (202) 783-1455.

Close and lock the door when you leave the office at the end of the day. This is particularly important if you have a microcomputer or other electronic equipment in your office.