Employee of the Month: 2012: 02: Harvey Davis Jr.

University of South Florida St. Petersburg.

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MEMORANDUM

DATE: January 30, 2012

TO: Harvey Davis, Jr.
Custodial Worker

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for February

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for February 2012!

This award is given to employees who go above and beyond typical job expectations, provide outstanding customer service, or perform distinctive achievements that impact the department/campus. You were selected for this award because you provided outstanding contributions throughout the last several months. For example, when it was time to wax the floors in RHO, you came in on Sunday to get the first floor waxed so employees would not be inconvenience. You continued to work on the RHO floors during the winter holidays, while others were on vacation, in order that the building would be ready when students returned for spring semester. Additionally, since you are on the floor crew, you often volunteer to fill in when someone is absent. This type of behavior deserves recognition!

As an Employee of the Month recipient you received a $50 gift card to Publix and a monthly parking pass in a designated Employee of the Month parking space. Please note that IRS regulations require that gift cards be included in the gross income of the recipients. This $50 will be added to your taxable wages and you will be appropriately taxed on the next payroll cycle.

I applaud your commitment and dedication to our institution. Again, congratulations!

cc: John Dickson, Director
Ashok Dhingra, RVC
Human Resources