1-3-2012

Employee of the Month: 2012: 01: Don Rogers

University of South Florida St. Petersburg.
MEMORANDUM

DATE: January 3, 2012

TO: Don Rogers
Staff Assistant

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for January

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Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for January 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, you conducted morning “ready for occupancy rounds” for employees that were out sick, worked with various vendors to resolve door and access issues in several buildings, managed the re-keying of the Williams House, and saved on purchasing tools/supplies by taking advantage of the Black Friday sales which resulted in savings of over $900. In addition to all of this you volunteered your own time to reorganize the key shop supplies and cook (at home) the meal for the OMF Appreciation Luncheon. 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