11-1-2011

Employee of the Month: 2011 : 11 : John Sutton

University of South Florida St. Petersburg.
MEMORANDUM

DATE: November 1, 2011

TO: John Sutton
    Mail Clerk

FROM: Margaret Sullivan, Ph.D.
     Regional Chancellor

SUBJECT: Employee of the Month for November

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for November 2011!

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 nominated for this award because you always volunteer to perform any duties when needed by the department. A good example is when you offered to unclog the drains in Chic-Fil-A when they backed up. Even though this was not your assigned area, you stepped up to ensure that everything was working as quickly as possible. You also have taken ownership of removing and replacing recycling bins. You are an example of the kind of committed and dedicated employee our institution needs!

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