3-29-2012

Employee of the Month: 2012: 04: Michele Holton

University of South Florida St. Petersburg.

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DATE: March 29, 2012

TO: Michele Holton
    Administrative Specialist

FROM: Margaret Sullivan, Ph.D.
      Regional Chancellor

SUBJECT: Employee of the Month for April

_Congratulations:_ You are a recipient of the USF St. Petersburg Employee of the Month award for April 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/college. You were nominated for this award because of your efforts in coordinating the recent HR renovation. For example, when you found out that the construction crew did not have access to the building to get in early, you worked with Campus Computing and Facilities Planning to get temporary access at a much earlier timeframe. You worked closely with Campus Computing to ensure HR had enough ports for computer and telephone access as walls were being removed. You carefully detailed the furniture moves while painting and construction were underway and the HR Office continued to be open for business. You packed and labeled boxes, handled purchase orders, and found stored paintings that could be used. Your efforts certainly deserve recognition!

The Employee of the Month recipient receives a $50 gift card to Publix and a monthly parking pass in the designated Employee of the Month parking space. In order to pick up your gift card, please present this memorandum to the Cashier's Office, BAY 132, with a photo identification card.

Please note that IRS regulations require that gift cards be included in the gross income of the recipients. This $100 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: Ashok Dhingra, RVC, Administrative & Financial Services
    Sandi Conway, Director
    Human Resources