10-4-2010

Employee of the Month : 2010 : 10 : Gertrude Anderson

University of South Florida St. Petersburg

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MEMORANDUM

DATE: October 4, 2010

TO: Gertrude Anderson
    Administrative Specialist

FROM: Margaret Sullivan, Ph.D.
    Regional Chancellor

SUBJECT: Employee of the Month for October

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for October 2010!

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. In September, the College of Business presented its new Executive Business Forum. This was a major event, opened to the public, and an important undertaking with lots of details, marketing and public relations work. You served as the prime mover of this program, assisting the Dean with a myriad of logistics and complex event production responsibilities. The Business Forum had blockbuster attendance and your work was stellar. Thank you for your hard work!

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. 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.

In order to pick up your gift card, please present this memorandum to the Cashier’s Office, BAY 132, with a photo identification card.

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

cc: Dr. Norine Noonan, RVC
    Dr. Maling Ebrahimpour, Dean
    Sudsy Tschiderer, Nominator
    Human Resources