10-4-2010

Employee of the Month : 2010 : 10 : DeeLynn Rivinius

University of South Florida St. Petersburg.

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MEMORANDUM

DATE: October 4, 2010
TO: DeeLynn Rivinius
    Special Assistant
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. You were nominated of your willingness to go above and beyond your job requirements to assist another department. OMF employees were required to wear USFSP polo shirts for a specific event. Because there were new employees, there was a need to purchase additional shirts. However, the turnaround time was less than a week! OMF asked for your help and you personally coordinated the entire process - locating vendor contact information, order style number, pricing, obtaining employee sizes, and completing the appropriate paperwork. This was all done in an expeditious matter and the shirts arrived in time for the event! This could not have been done without your immediate action. Your assistance is truly appreciated.

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: Doug Maczis, Nominator
    Human Resources