7-6-2011

Employee of the Month : 2011 : 07 : Lori Anderson

University of South Florida St. Petersburg.
MEMORANDUM

DATE:       July 6, 2011
TO:         Lori Anderson
            Administrative Specialist
FROM:       Margaret Sullivan, Ph.D.
            Regional Chancellor
SUBJECT:    Employee of the Month for July

Congratulation!  You are a recipient of the USF St. Petersburg Employee of the Month award for July 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 because you voluntarily stepped in and helped find all of the equipment, records, and paperwork for the Academic Success Center. In addition, you ordered supplies for the center that had not been ordered since August 2010. You documented all of the expenses for the fiscal year and trained the new employee, Derrick, in many aspects of the job. You consistently go above and beyond to help the new ASC/QEP Director to become established on campus. This type of behavior deserves recognition!

As the Employee of the Month recipient, you were awarded with a $50 gift card to Publix and a monthly parking pass in the designated area. 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:        Dr. Norine Noonan, RVC
            Linda Crossman, Director
            Human Resources