Employee of the Month : 2009 : 07 : Sandi Conway

University of South Florida St. Petersburg.

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MEMORANDUM

DATE: June 29, 2009

TO: Sandi Conway
Human Resources

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for July

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for July 2009.

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 recently assumed additional duties to handle VISA processing. While it initially didn't seem like a large workload, the summer months are the prime time for new incoming faculty that need work authorizations. Another recent accomplishment that has positively impacted the institution is your proposal for the Alternate Work Schedule. You had to research the various possibilities, rules and procedures to ensure that the proposal was not only appropriate but one that would be accepted by management.

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.

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

cc: Dr. Ashok Dhingra, RVC
Human Resources