8-31-2010

Employee of the Month : 2010 : 09 : Lexi Terry

University of South Florida St. Petersburg.

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MEMORANDUM

DATE: August 31, 2010

TO: Lexi Terry
Library Assistant

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for September

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for September 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. Recently there was a retirement in your department and you stepped up to learn FAST, Banner and other programs to ensure that patrons are properly billed and credited for overdue fines, lost materials and payments. This quick turnaround time meant a lot of hasty cramming of information and dedication to learning procedures and processes. These duties are not within your current job description, yet you have seen it as a challenge and are quickly mastering the systems. Your “can do” spirit certainly deserves recognition for these extra efforts!

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
    Carol Hixson, Dean
    Virginia Champion, Nominator
    Human Resources