5-2-2011

Employee of the Month : 2011 : 05 : Dorothy Kaluzny

University of South Florida St. Petersburg.

Follow this and additional works at: https://digital.usfsp.edu/human_resources_awards

Recommended Citation

https://digital.usfsp.edu/human_resources_awards/124
MEMORANDUM

DATE: May 2, 2011

TO: Dorothy Kaluzny
Mail Clerk

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for May

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for May 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 have worked to keep the faculty/staff lists updated for mail delivery. You constantly call departments to ensure correct mailing addresses in order that mail is delivered appropriately. You update postal changes, procedure manuals, and make purchase order information readily available in order that packages/invoices are delivered correctly. If you did not keep these lists current, our community would not receive information in a timely fashion. 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 OMF 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. Ashok Dhingra, RVC
John Dickson, Director
Tim Lane, Supervisor
Human Resources