11-2-2009

Employee of the Month : 2009 : 11 : Human Resources Team

University of South Florida St. Petersburg.
MEMORANDUM

DATE: November 2, 2009

TO: Denelta Adderley-Henry – HR Consultant
Barbara Fleischer – HR Consultant
Michele Holton – Administrative Specialist
Karen Talamantez – EO Manager

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee Team Award for the Month of November

Congratulations! The HR Team is a recipient of the USF St. Petersburg Employee of the Month award for November 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. The HR Team was nominated for this award because of the outstanding Benefits Fair that was held in September. The Benefits Fair is such an enormous event and workload that not one person could handle it. Each year the Fair is increasing and has a bigger attendance, more vendors, additional educational sessions, and additional health screenings. The preparation for this event starts months ahead but the month of the event is the time that the entire HR Team has to go above and beyond to finalize the vendors needs, layout of the CAC to ensure that the vendors have the appropriate materials, parking details with the University/city, advertise events/educational sessions, order food, maintain contact with Tallahassee to ensure that all State vendors are attending, invoices/payment of vendors, new offerings (for example flu shots), etc. However, at the same time HR must continue with the regular workload. In addition, Open Enrollment is occurring throughout the same month where employees can drop/add or make changes to existing benefits. This Open Enrollment period increases traffic and workload in Human Resources where everyone must pitch and help!

The HR Team will receive a $50 gift card to Publix to be equally shared among each recipient.

In order to pick up your gift card, one employee should 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
Sandi Conway, Director/Nominator
Human Resources