



January 21, 2021

To: Exempt Staff in the Provost Division

From: Margaret N. Freije
Provost and Dean of the College

Re: 2021 Exempt Staff Annual Performance Review

I am writing today to announce the start of the **2021 Exempt Staff** performance review process. As you know, the College was unable to offer salary increases to staff last July. In his November 20, 2020 [Spring Planning Memo](#) the President noted that establishing a compensation pool for salary increases and restoring contributions to the 403B plan would be a priority for the upcoming year. Your salary increment will be based on your accomplishments over the past two calendar years. We have your review from last spring and thus we are asking you here to reflect on your performance during the 2020 calendar year.

There is no doubt that the 2020 calendar year offered many challenges and required tremendous creativity, flexibility and commitment as you revised your goals, were asked to work differently and learned to do new things in response to the pandemic. As you complete your self-assessment and your supervisor completes the evaluation, we are asking that in addition to your evaluation of your accomplishments you reflect particularly on the impact of the COVID-19 emergency on your work.

You may start this process at any time. You can use the [Annual Performance and Self Reflection COVID Review Form](#) provided by Human Resources or use the questions provided by Human Resources to write a short (no more than two single spaced pages) self-evaluation that you should submit to your manager.

This will be followed by a meeting, most likely through zoom, with your manager to discuss your performance and establish goals for next year. Following this meeting your manager will prepare a document that includes their evaluation and your agreed upon goals. You will electronically sign this evaluation indicating that you have reviewed the evaluation. The manager will send a copy of the signed report, along with a merit recommendation (**very high, high, or merit**) to provostreview@holycross.edu.

We are providing suggested deadlines to help with the process so that finalized reports can be submitted by **Monday, March 1, 2021**.

Self Assessment - due to your immediate manager by **Monday, February 8, 2021**.

Meeting with Manager - completed by **Monday, February 22, 2021**.

I am always grateful for the work you do to support the College and our students. I am particularly grateful for your efforts to continue to do this work in light of the many challenges posed by the pandemic.

I hope that you and your families will continue to be healthy and safe.

cc: David Achenbach, Director of Human Resources
Helene Tingle Uysal, Director of Academic Budget and Operations