



**City of Waukesha**  
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## City of Waukesha Cover Sheet

<b>Committee:</b> Human Resources	<b>Meeting Date:</b> 02/18/2026
<b>ID Number:</b> #26-03005	<b>Ordinance/Resolution Number (if applicable):</b>
<b>Name of Submitter:</b> Dr. Marquise D. Vasquez	<b>Target Next Board/Council Meeting Date:</b> 03/03/2026
<b>Agenda Item Title:</b> Review and possible action on revised HR Policy C4 Benefits Election at Retirement or Termination	

<b>Issue Before the Board/Council:</b> In order to follow a uniform set of guidelines, the City of Waukesha established the C4 policy regarding benefits election at the time an employee chooses to retire or resign.
<b>Options &amp; Alternatives:</b> Not approve the revised policy.
<b>Additional Details:</b> The updates were made to align with how retirements and terminations are administratively processed.
<b>What is the Strategic Plan Priority this item relates to:</b> People Centered Development.
<b>What impact will this item have on the Strategic Plan Priority?</b> By approving the updated policy, employees will be able to get a full understanding of the benefits offered and the HR administrative process related to retiring or resigning from the City.
<b>Financial Remarks:</b> There is no financial impact.
<b>Suggested Motion:</b> I move to approve the revisions to HR Policy C4 Benefits Election at Retirement or Termination as presented.

**Reviewed By:**

<b>Finance Director</b> Joseph P. Ciurro	<b>Date Reviewed</b>
<b>City Attorney</b> Brian Running 	<b>Date Reviewed</b> 9 Feb 2026
<b>City Administrator</b> Anthony W. Brown	<b>Date Reviewed</b>