



City of Waukesha
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City of Waukesha Cover Sheet

Committee: Human Resources	Meeting Date: 11/19/2025
ID Number: #25-02564	Ordinance/Resolution Number (if applicable):
Name of Submitter: Marquise Vasquez	Target Next Board/Council Meeting Date: 12/2/2025
Agenda Item Title: Review and possible action on revised HR Policy D2 Education and Training Reimbursement.	

Issue Before the Board/Council: The funds allocated to the tuition reimbursement budget are to be used expressly for the purpose of job-related education and training that will challenge employees to higher levels of achievement and service. The updates include the specific requirements to qualify for reimbursement from the City. We have also updated the reimbursement form with a more streamlined version detailing the specific requirements, requiring an attestation by employees.
Options & Alternatives: Not approve the revised policy.
Additional Details:
What is the Strategic Plan Priority this item relates to: Financial Stability.
What impact will this item have on the Strategic Plan Priority? This aligns with the financial stability priority of the strategic plan. By approving the updated policy, employees are required to submit documentation to align with the current administrative process that confirms all tuition reimbursement dollars are paid timely and for approved expenses.
Financial Remarks: The tuition reimbursement policy has a set budget which remains the same. There is no financial impact.
Suggested Motion: I move to approve the revisions to HR Policy D2 Education and Training Reimbursement as presented.

Reviewed By:

Finance Director Joseph P. Ciurro	Date Reviewed
City Attorney Brian Running	Date Reviewed
City Administrator Anthony W. Brown	Date Reviewed November 17, 2025