



# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** June 3, 2024  
**TO:** Common Council  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Revisions to Training, Memberships, and Tuition Reimbursement Policy

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The People Development Committee has met and recommends revisions to the Training, Membership, & Tuition Reimbursement Policy. The revisions include:

- Change longevity requirements for employee eligibility from 12 months to 90 days. Payback for separating employees remains the same.
- Add consideration of reimbursement of professional certifications and licenses related to employee's current or future positions subject to Department Head approval and availability of annual funds.

The main reason for the recommended changes is that usage of this reimbursement provision has declined and the Committee is looking to encourage continued education and certification for employees.

Thank you.

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## HUMAN RESOURCES

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