



CITY OF MANITOWOC

WISCONSIN, USA

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DATE: December 1, 2025
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Elimination of the Tuition Reimbursement Program

The Tuition Reimbursement Policy was established in January 2016, supported by a dedicated annual budget. From 2016 through 2021, the program was widely used across multiple departments, and most of the allotted funds were spent each year.

Participation dropped sharply beginning in 2022, and since then, only a handful of employees from a single department have utilized the program. Given the administrative time required to manage the program, the lack of diverse participation, and the overall decline in usage, the recommendation is to discontinue it.

The current policy includes tuition reimbursement, training, and certifications. With its elimination, the relevant remaining provisions have been incorporated into the Employee Policy Manual.

Additionally, as part of the budget planning process this year, a portion of the program's budget has been reallocated to departmental training lines, allowing Department Heads to allocate funds as needed.

Thank you.

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