

PERSONAL FINANCES/GARNISHMENTS

Purpose:

To comply with legal requirements surrounding wage attachments (garnishments).

Scope:

This policy applies to all personnel of the district.

Policy:

The district views the attachment of an employee's wages as a serious matter, and encourages personnel to make necessary arrangements for payment to creditors, so as to minimize the need for district assistance in collection and payment of such obligations.

Guidelines:

- A. The district will comply with all appropriate federal and state regulations governing garnishments. Upon receipt of notice of garnishment, the employee will be notified of the garnishment process and amounts that are to be withheld from the paycheck.
- B. It is the responsibility of the employee, whenever possible, to attempt to rectify the situation causing garnishment of wages. However, the district does recognize that some situations require garnishment of wages (i.e., child support), and thus, such garnishment is not viewed as an unfavorable reflection on the employee.
- C. Because writs of garnishment or attachments impose an administrative burden on the district, the district may seek reimbursement from the employee for costs incurred by the district, as permitted by law.