

**PERSONNEL**Garnishment of Employee Wages

Garnishment shall mean a legal stoppage of a specified sum from wages to satisfy a creditor. Any Writ of Garnishment will be received and signed by the Payroll Manager where it shall be recorded and authorized for prompt action.

Upon receipt of a first garnishment, the Payroll Manager will notify the staff member and the Personnel Office, in writing, that the garnishment is being processed. The notification letter will include the employee discipline procedures. If a second garnishment is received, the Director of Personnel or Classified Personnel Manager will be notified and he/she will set up a personal interview with the employee to counsel the employee and outline disciplinary action. This meeting will result in a verbal warning. Upon receipt of a third garnishment, a letter of reprimand will be issued. If more garnishments are received, suspension without pay and/or termination will be the next steps taken.

Adopted: 8-14-1996  
Amended: 8-11-2004