

## PERSONNEL

### Garnishment of Employee Wages

When so ordered by the Court, the District shall comply with the directives of a Writ of Garnishment filed against an employee of the District. The payroll office will notify the employee each time a Garnishment is filed. The notification letter will include the employee disciplinary procedures.

The District shall not discharge an employee for the reason that a creditor has subjected or attempted to subject unpaid earnings of the employee to a Writ of Wage Garnishment directed to the District. This provision shall not apply if the garnishments on three (3) or more separate indebtedness' are served upon the District within any period of twelve (12) consecutive months.

The second notification letter will be considered a verbal warning. After the third separate garnishment has been served on an employee within a twelve month period, a meeting will be held with the employee, resulting in a letter of reprimand. Suspension without pay would be the next step of progressive disciplinary action to help the employee understand the seriousness of continued garnishments. Termination could result if the disciplinary action does not remedy the situation.

Legal Reference:	<a href="#">RCW 6.27.040</a>	State and Public Corporations Subject to Garnishment
	<a href="#">RCW 6.27.170</a>	Garnisheed Employee Not to be Discharged – Exception

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