

**5315P: Garnishment and Personal Credit Problems**

Garnishment shall mean a legal stoppage of a specified sum from wages to satisfy a creditor. Any writ of garnishment received shall be:

- A. Forwarded to the payroll department for purposes of recording and authorizing prompt action, and
- B. The payroll department will make the necessary changes to the staff member's wages, and draft a warrant for the garnished amount to be written and forwarded to the creditor as directed.

The personnel department will notify the staff member, in writing, that the garnishment is being processed. The staff member will also be notified that, if three (3) garnishments are served within a period of twelve (12) consecutive months, the staff member may be terminated.

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