

PERSONNEL

Garnishment

Garnishment shall mean a legal stoppage of a specified sum from wages to satisfy a creditor. Following such notice to the district, the notice shall be:

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

The human resources department will notify the employee in writing that the garnishment is being processed, and will direct the employee to seek debt counseling. The employee will also be notified that, if garnishments on three or more separate indebtednesses are served within a period of twelve (12) consecutive months, disciplinary action, including termination of employment, may result.