

PATTONVILLE SCHOOL DISTRICT

EPS Code: GBN-R-1

**District Code: B534 and B618
(702 14-R-1)**

GARNISHMENT OF WAGES

After the Human Resource Center receives a garnishment, the following procedures shall be adhered to:

- A. Whenever the district is served with a writ of garnishment or attachment, a notice of levy by the Internal Revenue Service or other taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee, the administration, must immediately refer the matter to the Assistant Superintendent for Human Resources and the Chief Financial Officer for appropriate action.
- B. In the event the garnishment or similar proceedings are instituted against an employee, the district will deduct the required amount from the employee's paycheck. The amount deducted from an employee's disposable earnings will not exceed that permitted by law.
- C. No employee will be terminated by reason of the fact that his/her earnings have been subjected to garnishment for indebtedness.

Adopted: December 14, 1982

Revised: June 7, 1989

Revised: August 26, 1997