

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 will be received and signed by the superintendent, or Executive Director for Finance. Following such notice, the notice shall be:

- A. Forwarded to the payroll department for purposes of recording and authorizing prompt action, and
- B. Forwarded to payroll to make the necessary changes to the staff member's wages, and to draft a warrant for the garnished amount to be written and forwarded to the creditor as directed.
- C. The District shall collect the authorized garnishment processing fee as follows:
 1. For a writ for a continuing lien on earning the District will deduct a processing fee from the remainder of the obligor's earnings after withholding the required amount under the writ. The processing fee may not exceed twenty dollars for the first answer and ten dollars at the time the garnishee submits the second answer.
 2. For a writ of garnishment that it is not a writ for a continuing lien on earnings, the District will collect a check or money order in the amount of twenty dollars at the time the writ of garnishment is served on the District, as required under RCW 6.27.110(1).

The personnel department will notify the staff member, in writing, that the garnishment is being processed and will direct the staff member to seek debt counseling. 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.

Date: December 14, 2015