

Garnishment and Personal Credit Problems

When so ordered by the Superior Court, the U.S. Secretary of Education, or the Secretary's guaranty agency (in the case of defaulted student loans), the district shall comply with the directives of a writ of garnishment filed against a staff member of the district. Each garnishment or action for collection of debts will be reviewed by the superintendent or designee and such information will become a part of the record of the staff member.

Attempts will be made to counsel any such staff member with regard to the staff member's financial problems. The district shall not discharge a staff member for the reason that a creditor of the staff member 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 incidents of indebtedness are served upon the district within any period of twelve (12) consecutive months by the Superior Court.

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 designee. Following such notice, the notice shall be forwarded to the payroll department for purposes of recording and authorizing prompt action 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.

The payroll 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.

Cross References:

(cf.: 5111 – Employment of Staff)

(cf.: 5203 – Employee Assistance Program)

Legal References:

RCW 6.27.040 State and public corporations subject to garnishment

RCW 6.27.170 Garnisheed employee not to be discharged--Exception

Adoption Date:

000613

090615