

CITY OF COMMERCE ADMINISTRATIVE POLICIES

GARNISHMENT

1.0 PURPOSE

To provide a procedure for handling garnishment of an employee's wages.

2.0 POLICY

- 2.1 Any notice of garnishment will be received by the Accounting Supervisor.
- 2.2 Garnishment is defined as a legal stoppage of a specified sum from wages to satisfy a creditor.
- 2.3 An administrative fee will be collected from the employee as allowed by law.

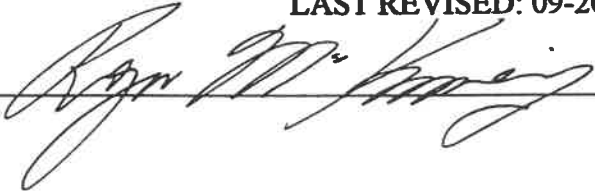
3.0 PROCEDURE

- 3.1 Notice of garnishment will be forwarded immediately to the Department of Administrative Services.
- 3.2 The Accounting Supervisor will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the Creditor as directed.
- 3.3 The Accounting Supervisor will notify the employee that the garnishment has been received and processed.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read 'R. J. King', is written over a horizontal line.

gamish.adp