

	<p>GARNISHMENT PROCESSING</p>	<p>Policy No. 5315 October 19, 2011 Page 1 of 1</p>
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It is the policy of the Seattle School Board that 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 processed by the Payroll Department. On a quarterly basis, the Payroll Department will prepare an employee garnishment or action for collection of debts report that contains a list of employees. This list will be provided to the Executive Directors of Finance and Human Resources to evaluate whether any job restrictions (e.g., access to a checking account) should be modified. 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 or more separate indebtednesses are served upon the district within any period of twelve (12) consecutive months by the Superior Court.

Upon request by the employee, the district will provide all information received regarding garnishment.

Adopted: October 2011

Revised:

Cross Reference:

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 6.27.040 State and public corporations subject to garnishment; RCW 6.27.170 Garnished employee not to be discharged—Exception

Management Resources: