

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 will 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. Following such notice, the notice will be:

- A. Forwarded to the human resources 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 human resources department will notify the staff member, 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.

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

Date: September 9, 2003
Reviewed: June 27, 2014