

Garnishment of Employee Wages

The District will comply with all Court ordered directives of a Writ of Garnishment filed against an employee of the District. The payroll office will notify the employee in writing each time a Garnishment is filed.

The District shall not discipline or discharge an employee for the reason that a single creditor has subjected or attempted to subject unpaid earnings of the employee to a Writ of Garnishment directed to the District within any period of twelve (12) consecutive months. This twelve (12) month period will begin when the first Writ of Garnishment is received by the District. Garnishments issued for child support shall be excluded from this policy and will not result in any discipline.

A second notification letter of Garnishment within a twelve month period will be considered a verbal warning. After the third separate garnishment has been served on an employee within a twelve month period, a meeting will be held with the employee, resulting in a letter of reprimand. Suspension without pay would be the next step of progressive disciplinary action to help the employee understand the seriousness of continued garnishments. Termination could result if the disciplinary action does not remedy the situation. As with all issues that could result in discipline, each issue will be reviewed on a case by case basis.

Legal Reference:	RCW 6.27.040	State and Public Corporations Subject to Garnishment
	6.27.170	Garnisheed Employee Not to be Discharged - Exception