Subject: **GARNISHMENTS**

I. PURPOSE

To define and outline the university policy toward garnishments.

II. DEFINITION

Garnishment - A legal proceeding imposed by a court of law upon the university requiring payment to a third party of monies earned by personnel.

III. POLICY

A. Individual's pay will be held upon receipt of a garnishment by the university until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent.

B. Garnishments or threats of garnishments are expensive to both the university and the individual and should be avoided.

C. The university may not discharge any faculty or staff member because his earnings have been subjected to garnishment for any one indebtedness.