

Policy 2-24 Rev. 1
Date: November 12, 1971

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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.