

GARNISHMENT POLICY

Garnishment of wages refers to a legal procedure requiring an employer to withhold portions of an employee's earnings to satisfy an outstanding debt.

The City of Lamar encourages all Employees to meet their financial obligations without involving the City. Nonetheless, the City will adhere to legally imposed wage assignments and garnishments and will not modify the terms of those legal arrangements unless ordered to by a court. The Company will deduct the administrative costs of complying with wage assignment and garnishment orders, of \$3.00 per payment. Effective September 1, 2018.

Upon receipt of a garnishment notice, Human Resources/Payroll will notify the employee when the garnishment will take effect and any other necessary instructions. Considering the garnishment requirements, Payroll will determine the employee's "disposable wages", that is, gross wages less taxes and other deductions required by law. A payroll deduction will commence and continue until the City receives notification from the court or government agency that the garnishment is discharged. The fact that the City receives a garnishment order (maintained in confidential Payroll files) will not be held against the employee in any way. Contact Payroll directly with any questions about garnishments or wage assignments.

