

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

GARNISHMENT OF PAY
Policy No. 3-21
Page 1 of 1

Effective October 15, 1985

- (A) Garnishment of pay is a court order to the college to deliver a specified amount of an employee's wages to the court.
- (B) A single garnishment is a judgment by the court that an employee must pay a specified amount to a specified party. A single garnishment may involve payment of this amount in fixed increments.
- (C) An employee may elect to pay a garnishment directly to the court. If an employee does not elect to pay the garnishment directly to the court, the college will deduct the amount of the garnishment from the employee's wages.
- (D) If an employee receives garnishment for more than one debt within a single year, the employee may be subject to disciplinary action, including discharge, as determined by the manager with advice of his/her superior and the Director of Personnel. A single year is the twelve-month period immediately following the date of the initial garnishment.