

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 420</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Garnishment	
<b>Revised Date:</b>	December 11, 1998	

## Garnishment

### I. PURPOSE

To provide guidelines for compliance with legal orders to garnish a University Enterprises, Inc. (UEI) employee's wages.

### II. SCOPE

This policy applies to all UEI employees.

### III. DEFINITION

**Wage Garnishment:** a legal procedure through which the earnings of an individual are withheld by an employer for the payment of a debt.

**Garnishment or Earnings Withholding Order:** the written document issued by a court to an employer to withhold a sum of money from an employee's earnings for payment of a debt.

### IV. PROCEDURE AND RESPONSIBILITIES

- A. In compliance with California law, UEI will administer the procedure presented on the Garnishment or Earning Withholding Order.
- B. **Priority of Garnishments:** Garnishments for Support have priority over garnishments for other kinds of debts. If a Garnishment for Support is received when already paying on a garnishment for another kind of debt, the UEI Payroll Services representative will notify the levying officer of the first garnishment. The court will then provide full instruction to UEI regarding payment of the orders.
- C. If two or more Garnishment for Support orders or two or more garnishments for other debts are received for the same employee, UEI will comply with the order received first.