



# TOWN OF HILLSBOROUGH

## PERSONNEL POLICY

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POLICY 506

CREATED 8/18/97

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### **SUBJECT: GARNISHMENTS**

**PURPOSE:** To provide a procedure for handling garnishment of an employee's wages.

### **STATEMENT OF POLICY:**

Garnishment is defined as a legal stoppage of a specified sum from wages to satisfy a creditor.

Any notice of garnishment will be forwarded immediately to the City Manager's office.

The Town will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the creditor as directed.

The Town will notify the employee, in writing, that the garnishment has been processed.

Except as provided by law, repeated garnishments may be considered cause for disciplinary action. The employee will be notified that the third garnishment for separate indebtedness within a twelve month period may be cause for termination.