

Garnishment and Personal Credit Problems

When so ordered by superior and district courts, the U.S. Secretary of Education or the Secretary's guaranty agency (in the case of defaulted student loans), the district will comply with the directives of a Writ of Garnishment filed against a staff member of the district. Each garnishment or action for collection of debts will be reviewed by the superintendent or designee and such information will become a part of the record of the staff member. Attempts will be made to counsel or provide a referral for any such staff member with regard to the staff member's financial problems. The district will not discharge a staff member for the reason that a creditor of the staff member has subjected or attempted to subject unpaid earnings of the employee to a writ of wage garnishment directed to the district. This provision will not apply if the garnishments on three or more separate indebtednesses are served upon the district within any period of twelve (12) consecutive months by superior and district courts.

Legal References: [RCW 6.27.040](#)
 [6.27.170](#)

State and municipal corporations subject
to garnishment — Service of writ
Garnished employee not to be
discharged — Exception

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Garnishment will mean a legal stoppage of a specified sum from wages to satisfy a creditor. Any writ of garnishment will be received and signed by the superintendent or designee. Following such notice, the notice will be:

- A. Forwarded to the personnel department for purposes of recording and authorizing prompt action, and
- B. Forwarded to payroll to make the necessary changes to the staff member's wages, and to draft a warrant for the garnished amount to be written and forwarded to the creditor as directed.

The personnel department will notify the staff member, in writing, that the garnishment is being processed and will direct the staff member to seek debt counseling. The staff member will also be notified that, if three (3) garnishments are served within a period of twelve (12) consecutive months, the staff member may be terminated.