

SECTION 801.08

Garnishment of Wages

Acceptance and settlement of just and honest debts are considered as marks of personal financial responsibility, and employees are expected to handle such affairs in a manner that will not create adverse reflections upon the reputation of the University.

Should a garnishment subpoena be received by the University, the employee will be contacted and every effort made to have him or her satisfy the creditor and has the garnishment withdrawn. In the event a release of garnishment cannot be obtained, the Department of Human Resources has no other choice but to proceed with garnishment withholdings as required by law.

HR will fax garnishments to ADP and the Shared Services Center and also send VSU Payroll a copy of the garnishment. Upon receipt of the order, ADP generates an Employee Notification letter and mails it along with a copy of the garnishment order to the employee

Multiple garnishments shall be considered just grounds for termination.

- a. Wage assignments an employee might avoid a formal garnishment of salary by agreeing to assign a portion of his or her salary to the appropriate court until the judgment has been paid in full. Such arrangements must be initiated by the employee with the court, and the University must receive the appropriate legal documents prior to commencing withholding.



- b.** Court Ordered Assignments Valdosta State University will recognize other court ordered wage assignments as defined by Georgia law and make the necessary remittals to the appropriate agency, etc. An example of this would be child support recovery payments.