

## **Garnishment and Personal Credit Problems**

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 receipt of such notice, the notice will be 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 payroll department will notify the staff member, in writing, that the garnishment is being processed.