



XAVIER UNIVERSITY

Garnishments

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Garnishments and other legal credit or claims are serious actions by creditors against employees that cost Xavier University time and money to administer. Each employee is encouraged to conduct his or her personal business so that garnishments are unnecessary.

B. POLICY

A court-ordered legal claim or legally executed agreement by a creditor against the wages of an employee for non-payment of a debt must be recognized and executed by the Payroll Office.

C. PROCEDURE

1. Any court-ordered garnishment, tax levy or wage assignment rendered against an employee must be forwarded immediately to the Payroll Office for processing.
2. These orders will be in effect until the order is paid off or the Payroll Office receives a release from the court.