

## **430-05 COMPLAINTS AND GARNISHMENTS—PROCEDURE**

### **1. PURPOSE**

All employees are expected to conduct their private business affairs in a manner that will not bring discredit to the College. The College will not serve as an agent for the collection of indebtedness claims against employees. Therefore, only those claims that have gone through due process of law will be honored.

### **2. PROCEDURE**

#### **1. Scope**

- a. Complaints against an employee for reasons not associated with his/her employment by the College will not be considered.
- b. Telephone complaints of collectors are not to be knowingly referred to an employee.
- c. Complaints, claims or requests for collection assistance received by the supervisor will be answered in accordance with the procedure set forth above, or they may be referred to the Human Resources Department for reply.

#### **2. Garnishments/Wage Assignments**

- a. Garnishments/Wage Assignments against earnings issued by Arizona or federal courts to include the IRS, Arizona Department of Revenue and US Department of Education will be honored in accordance with their terms.
- b. Garnishments/Wage Assignments obtained by creditors are served by courts for employees who are employed by the College. The writ of garnishment/wage assignment shall be served upon the Human Resources Director in garnishment of salaries or wages paid by the College.
- c. Child support orders will be honored by the Human Resources Director and the Payroll Department in accordance with state and federal regulations.
- d. Due to the burden on the College of processing garnishments/wage assignments, all employees are encouraged to resolve personal financial matters outside the workplace. The College will allow up to three (3) garnishment/wage assignments for an individual employee. Upon receipt of a fourth action, the College may pursue dismissal procedures.

#### **3. Service of Court Orders**

- a. When a College employee is the subject of a summons, subpoena, or court order, which is not related to College business, the service of the document must be coordinated through the Human Resources Department.
- b. The process server, county constable, or other law enforcement officer should be referred to the Human Resources Department. The Human Resources Department will then require the affected employee to come to Human Resources to be personally served with the papers.

- c. Supervisors or other employees could be cited with interfering with judicial procedures under A.R.S. 13-2810 A-2 if they obstruct in any way the service of any lawful order, process, or other mandate of a court.

### **3. BACKGROUND**

1. Reference: none
2. Revision history: 09/22/2010
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 09/22/2010

**COCONINO COMMUNITY COLLEGE**