Biola Community Services District

POLICY HANDBOOK

POLICY TITLE: Wage Garnishments
POLICY NUMBER: 2320

2320. A garnishment is a legal levy by a creditor against an employee's pay. The Biola Community Services District expects all employees to manage their personal finances so as not to involve the District where ever possible.

2320.1 All garnishments and other attachment orders that are required by law to the District will be honored. When a garnishment action is received, the District will inform the employee of the amount involved to the extent allowed by law.

2320.2 An employee who suspects that a garnishment action may happen to him/her should review the situation with the General Manager immediately.