

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **GARNISHMENTS**

Policy #: **11.8**

An employee is subject to having wages and/or other amounts due seized by a court order of garnishment or by a governmental lien. UAPB is required to comply with an order of garnishment when it is issued after a legal judgment has been entered. Governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims must also be honored.

For garnishments against compensation due an employee, federal law restricts the amount which may be seized for any work week to twenty-five percent of disposable earnings, or the amount by which disposable earnings exceed thirty (30) times the federal minimum hourly wage, whichever is less, and subject to certain restrictions.

Upon receipt of two orders of garnishment, two salary liens, or a combination of one of each type of seizure against the salary of an employee during any period of twelve months starting from receipt of the first order, grounds shall be deemed to exist for termination of an employee. Multiple garnishment orders arising from the same debtor and same judgment shall be treated as a single garnishment, and multiple salary liens arising out of the same bankruptcy order or same debt for taxes due the same governmental unit shall be treated as a single salary lien. The Human Resources Office shall notify the immediate supervisor and chancellor when two orders are received concerning the same employee within a twelve-month period.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources