

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 1.09 (21.3)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 06/16/04

**SUBJECT: DEPARTMENT OF FINANCE
GARNISHMENT POLICY**

SUPERCEDES: 02/17/81

I. PURPOSE

To help offset the administrative costs caused from processing garnishments by charging a fee to the employee for whom the garnishment is served.

II. OBJECTIVES

This is in compliance with the Code of Virginia Section 8.01-512.2 which authorizes garnishee-employers to charge and collect a fee of up to ten dollars from a judgment-debtor employee on account of such employers' expense in processing each garnishment summons served on the employer.

To discourage City employees from the legal proceedings of garnishments by charging a \$5.00 administrative fee for each garnishment order or the re-issue of a garnishment order processed by the Department of Finance.

All City employees within departments which are under the direction of the City Manager shall be covered under this policy.

III. DEFINITIONS

1. Garnishments are legal permission for creditors to collect part of an employee's pay from the employer. The City cannot refuse to honor such involuntary deductions as they represent an order from the court to withhold such pay and return to the court a specific amount of an employee's earnings.
2. The City may require those employees who receive garnishments to attend a personal financial budgeting course on their own time and at their own expense.
3. Employees who experience continuing garnishments are subject to disciplinary action, if there is a relationship between the garnishments and the employee's job.