



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2635

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CATEGORY: **Fiscal Management, Payroll**

EFFECTIVE: **7-01-75**

SUBJECT: **Garnishment of Employee Wages**

REVISED: **8-31-2001**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures for handling the service of earnings withholding orders, tax levies, and other legal orders for garnishment of employee wages and disbursement of monies.
2. **Related Procedure:**  
 Legal process including subpoenas, summonses,  
 and complaints ..... 1710

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1020; Code of Civil Procedure Sections 682, 683, 690.50; Federal Wage Garnishment Law.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Department, Finance Division, Administrative Operational Support.
2. Earnings withholding orders are served by a sheriff, marshal, or constable, and must be filed in the Accounting Department, Finance Division, Eugene Brucker Education Center.
3. Tax levies and other legal orders for garnishment of employee wages may be served by an officer or agency representative, or via U.S. mail and must be filed in the Accounting Department, Finance Division, Eugene Brucker Education Center.

## D. IMPLEMENTATION

1. **Accounting Department**
  - a. Time stamps garnishment documents as soon as possible after receipt. (Date and time of receipt also may be handwritten.)
  - b. Records receipt of document in garnishment logbook.
  - c. Immediately informs Employee Services Department of garnishments through issuance of a "Notice of Garnishment of Wages."

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**2. Employee Services Department**

- a. Receives garnishment information and computes amount of deduction in accordance with limitations established by Federal Wage Garnishment Law, or other procedures applying to tax levies and other legal garnishments.
- b. Schedules deduction from employee's wages in next available payroll; apprises employee of such action.

**3. Accounting Department**

- a. Receives warrant for amounts deducted; remits funds to levying officer, court, or agency having jurisdiction on the garnishment.
- b. Files garnishment documents; records date of remittance on garnishment record.

**E. FORMS AND AUXILIARY REFERENCES**

1. Notice of Garnishment of Wages form used by the Accounting Department

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education