1.0 GENERAL

1.1 This document provides procedures on how to process a garnishment against the wages of a City employee.

1.2 TABLE OF CONTENTS

1.0 GENERAL
2.0 DEPARTMENTS/DIVISIONS AFFECTED
3.0 REFERENCES
4.0 DEFINITIONS
5.0 POLICY
6.0 PROCEDURE
7.0 RESPONSIBILITIES
8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions.

3.0 REFERENCES

Chapter 6.27 RCW
Resolution 2007-0137

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the policy of Spokane to timely and efficiently respond to writs of garnishments served against the wages of a City employee when the writ is mailed / delivered to the City of Spokane.
6.0 PROCEDURE

6.1 Garnishment documents against the wages of a City of Spokane employee are to be accepted in the same manner as service of process set forth in Resolution 2007-0137.

6.2 Original Writ of Garnishment.

6.2.1 The original Writ of Garnishment, if received in other departments, is to be promptly brought to the Office of the City Clerk.

6.2.2 The Office of the City Clerk shall date stamp the original Writ of Garnishment and acknowledge receipt by initializing the Writ in the upper right corner. Copies of the First Answer do not need to be date stamped.

6.2.3 The Office of the City Clerk shall e-mail a scanned copy of the received original Writ of Garnishment only to Accounting / Payroll and the Office of the City Attorney. The First Answer form does not need to be scanned and forwarded.

6.2.4 Accounting / Payroll shall print and keep a copy of the original Writ.

6.2.5 Upon receipt of the Writ of Garnishment, Accounting / Payroll shall initiate garnishing the named employee's paycheck pursuant to state law and provide the Office of the City Attorney with the necessary information to file the appropriate responses to the writ.

6.2.6 The Office of the City Clerk shall then deliver the original Writ of Garnishment, along with all First Answer forms and attached envelopes to the Office of the City Attorney.

6.3 Subsequent Garnishment Documents

6.3.1 The documents do not need to be date stamped or acknowledged in the corner.

6.3.2 The documents do not need to be copied.

6.3.3 The documents do not need to be delivered to Accounting / Payroll.

6.3.4 The Office of the City Clerk shall deliver the Second Answer forms and attached envelopes to the Office of the City Attorney.

6.4 Orders to Pay
6.4.1 If the Order to Pay is originally delivered to another department, that department shall deliver the Order to Pay to Accounting / Payroll.

6.4.2 Accounting / Payroll shall date stamp the Order to Pay and acknowledge receipt by initialing the Order in the upper right corner.

6.4.3 Accounting / Payroll shall make a copy of the Order to Pay. Accounting / Payroll shall make notations on the copy indicating when it issued the payment check to the plaintiff. The person making the notations shall date and initial the order and deliver the notated copy of the Order to the Office of the City Attorney.

6.4.4 Accounting / Payroll shall keep the original copy of the Order to Pay.

6.5 ALL DOCUMENTS SHOULD BE DELIVERED THE SAME DAY AS RECEIPT TO AVOID POTENTIAL PENALTIES.

6.6 Garnishment Log.

6.6.1 The "Garnishment Log" will be maintained in the Office of the City Clerk.

6.6.2 The received Writ of Garnishment is to be logged into the "Garnishment Log" (copy attached).

6.6.3 The Office of the City Clerk shall record the following information in the Garnishment Log:

a. "Date of Service": The date received for processing.

b. "Garnishee Name".

c. "Case #": Found on the first page of the Writ of Garnishment.

d. "Payroll Received": A check mark is to be made in this section of the log at the time the Writ of Garnishment is emailed to the Payroll Division of the Accounting Department.
e. "City Attorney Received": A check mark is to be made in this section at the time the Writ of Garnishment is emailed and delivered to the Office of the City Attorney.

f. "Accepted By": The employee authorized to receive service of process and who received the Writ of Garnishment in the Office of the City Clerk simply places his/her initials in this box.

7.0 RESPONSIBILITIES

The Office of the City Attorney and the Office of the City Clerk are responsible for administering this policy.

8.0 APPENDICES

Garnishment Log

APPROVED BY:

City Attorney (Asst)

City Clerk

City Administrator

4-28-09
Date
4-28-09
Date
4/29/09
Date