




National University of Health Sciences General Policies

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President	Date			

POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) to encourage employees to avoid all types of wage attachments and to minimize the inconvenience and expense for employees and the University.

Procedures

“Wage attachments” (garnishment or tax levy) shall be defined as the legal claim on a portion of an employee’s future salary by a third party for non-payment of a private debt or tax liability.

“Assignments” shall be defined as the transfer of a portion of an employee’s future salary to a third party for payment of a debt.

Wage Attachments: When the University is served with a legal wage attachment upon wages due an employee, the original garnishment or tax levy notice shall be accepted by the appropriate management representative. Human Resources and the Supervisor shall inform the affected employee of the wage attachment received by the University and promptly forward the original garnishment or tax levy notice to payroll for handling. Copies of the document shall be retained with the employee’s pay record.

The Human Resources Office shall be designated as the department responsible for handling wage attachments.

Control of Documents: The originals of all notices applicable to wage attachments and wage assignments referred to in this policy shall be filed in the payroll department.