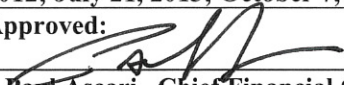
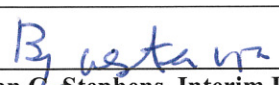




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2020	Garnishments, Wage Assignments, and Attachments
Origination Date: May 1997	
Revision Date: March 2004	
Reviewed Date: March 2005; March 15, 2006; June 22, 2007; Sept 2008; Nov 19 2009; June 15, 2011; July 2, 2012; July 21, 2013; October 7, 2014; October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan C. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to outline processes for managing employee garnishments, wage assignments, and attachments of wages in accordance with local, state and federal legislation.

PROCEDURE:

1. When there is a legal assignment, garnishment or attachment against the wages of an employee, the agency is required to withhold a portion of the employee's salary in accordance with the applicable court order.
2. Where more than one garnishment is filed against an employee, priority will be given in the order in which the garnishments are served.
3. Each garnishment is processed by the Payroll Department. The payroll representative files a timely response to the appropriate court.
4. The amount to be deducted from an employee's paycheck is calculated by payroll staff based on the employee's "disposable earnings." Disposable earnings are defined as the earnings remaining after the deduction of amounts required by law to be withheld. The determination of the wages exempt from the garnishments is determined each payday and the garnishment is deducted from the employee's check in accordance with applicable law.
5. Monies that have been deducted from an employee's pay to satisfy the claim are forwarded to the court in accordance with a specific court order.