

CHAPTER 4 – STANDARDS OF CONDUCT

4.1 GARNISHMENT OF WAGES

Employees encountering financial problems which could result in legal action being taken against him, and which may affect the employee's job performance, should review this problem with the Board of Trustees to work out a plan to prevent disruption of the employee's job performance. In each formal case of Garnishment of Wages, the Office Manager has the responsibility of notifying the employee and the Board of Trustees of the garnishment actions.