

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-014

SUBJECT: Garnishment of Wages

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EFFECTIVE DATE: July 1987

Policy:

Under court order, Cottonwood, Inc. would be obligated to accept legal claims against an employee's wages in accordance with provisions of Title 3 and the Consumer Credit Protection Act of 1970.

Procedures:

1. Should Cottonwood, Inc. receive notification of garnishment, the Finance Manager will review the conditions of the order with the employee.
2. The Chief Financial Officer or designee will make the necessary adjustments to payroll.
3. A copy of the garnishment order will be maintained in the Financial Department.