

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Garnishments

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Approved By



PURPOSE:

To establish a policy by which garnishments and other assignments against wages will be considered and processed.

POLICY:

Each employee responsible for the processing and handling of garnishments and assignments against wages will do so in a confidential manner. Any employee receiving a garnishment or other assignment addressed to Tender Care Medical Services, Inc. (TCMS) will immediately forward the document to the Payroll Department.

If TCMS receives a garnishment or assignment against wages and the employee is unable to execute a release, TCMS will carry out the request pursuant to Federal and State laws.

It is the sole responsibility of the employee to make arrangements for release of the garnishment or assignment, if applicable.

Federal law prohibits an employer from discharging any employee because his/her earnings have been subject to garnishment for any one debt, regardless of the number of levies made or the number of proceedings brought for its collection. However, an excessive number of garnishments for more than one debt may constitute grounds for disciplinary action up to and including termination.