



SUBJECT:	Wage Assignments
POLICY NO:	VI:08
APPLICABLE TO:	All Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1992
REVISION DATE:	August 1, 2018 (due to name change)

POLICY:

The Hennepin Healthcare Research Institute (HHRI) will comply with all federal and state regulations as they relate to administering legal paper for action against an employee's wages. Examples of legal action include: garnishments, judgments, levy for taxes and child support.

II. PROCEDURE:

- A. The court administering the legal paper will notify the Payroll Unit in writing of the action.
- B. If a supervisor receives a legal paper in error, contact the Payroll Unit immediately.
- C. After Payroll receives the legal paper, the employee will be notified. A meeting to discuss the payroll ramifications will be scheduled between Payroll and the employee.
- D. HHRI is required by law to process the legal paper pertaining to the employee, unless the employee clears the legal paper by obtaining a release.
- E. If an employee who is subject to withholding terminates employment, the Payroll Unit will notify the Commissioner of Human Services of the change.

III. RESPONSIBILITY:

- 1. It will be the responsibility of HHRI's Finance Division to assure proper compliance.
- 2. HHRI encourages employees to practice fiscal responsibility; but so as to adhere to state law, employees will not be terminated because of wage assignments. Employees are encouraged to contact Human Resources if they are concerned over such acts taking place.