

## Operational Policy

<b>Policy title:</b>	Garnishment		
<b>Policy number:</b>	DHS OHA-040-004		
<b>Original date:</b>	02/28/2002 (DHS only)	<b>Last update:</b>	12/04/2015 (Joint DHS OHA)
<b>Approved:</b>	Jim Scherzinger, DHS COO    Mark Fairbanks, OHA CFO		

### Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to communication and collaboration on operational policies affecting both agencies, including those developed by the Shared Service offices. The Office of Financial Services (OFS) ensures honesty, integrity and accountability by efficiently and effectively providing accurate, accountable and responsive financial management, management and business services to their clients, stakeholders and employees. In this way OFS supports the DHS|OHA mission and is in compliance with state laws and federal policies, rules and regulations.

### Description

This policy ensures DHS and OHA compliance with state and federal law and policy in processing garnishment requests against an employee’s wages.

### Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

### Policy

1. The Office of Financial Services (OFS) may be required by law to take an employee’s wages to satisfy an employee’s debt (garnish or garnishment).
2. OFS shall process garnishment requests in a timely manner, including notification of the employee, in order to avoid penalties and contempt of court charges.
3. OFS shall retain garnishment documentation as described by the Secretary of State’s Archives Records Retention rules.

**References**

[Oregon Secretary of State Archives - Records Retention](#)

[Common Terms](#) for all Finance policies

[Common Terms](#) for all Administrative Services Division policies

**Forms referenced**

None

**Related policies and guidelines**

[DHS|OHA-040-007 Payroll Management](#)

[DHS|OHA-040-004-01 Garnishment](#)

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**Policy history**

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06/12/2015 Established join DHS|OHA policy

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