

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-3

Effective Date: 06-17-98

SUBJECT: Garnishments

Revision Date: 07-09-09

LOYOLA is required by law to accept and respond to legal garnishments or liens attached to employee wages.

After federal income taxes, state taxes, and social security taxes have been deducted from an employee's pay check, the remaining balance is considered "disposable earnings" for that period. All deductions from "disposable earnings" will be made in compliance with State and Federal laws.

If two or more garnishments are received, the monies will be paid (to the extent that they are available) to each of the creditors in the order in which notification was received.

When a garnishment is received, the Controller will notify the employee. The employee will be informed of the garnishment dates and amounts to be deducted from their disposable earnings. If the employee states that the garnishment/lien is an error, the employee must contact the garnishing company to correct the error. The employee pay will continue to be garnished until the Controller receives a release form from the garnishing company.