

POLICY 16
CONDUCT AND DISCIPLINE

Rule 16.02 - Non-University Financial Obligations

An employee is expected to satisfy all personal financial obligations. While the University will not be placed in the position of acting as a collection agency or of determining the validity of contested debts, it will garnishee wages as required by law.

Regulations

16.021 Procedures

Upon receipt of a written debt complaint from a private creditor involving a current employee, the following procedures will be implemented:

- A. No action will be taken unless the complaint is in written form.
- B. A written complaint will be referred to the campus human resources office.
- C. The campus human resources office will inform the employee of the complaint. The office will inform both the employee and the creditor that the obligation is viewed as an issue between the employee and the creditor and that the University will not take a position or pursue a course of action.
- D. If the creditor persists in efforts to involve the University in the employee's financial affairs, the campus human resources office will respond to the creditor restating that the University views the issues of the validity of the claim and the promptness in satisfying it as a matter between the creditor and the employee.
- E. If creditors continue collection efforts that interfere with University operations, a designee of the human resources office may contact them, ask them to desist, and provide information about appropriate collection channels.

If the individual involved is no longer a University employee, the creditor should be so notified by the campus human resources office.

16.022 Garnishments

Garnishments are effective against the University of Illinois when the creditor has obtained a judgment against the employee in a court of record and the necessary deduction documents are served upon the employer and reviewed and authorized by the campus Legal Counsel.

The office responsible for payroll processing must notify the affected employee on the date the garnishment documentation is received in Payroll for processing.