

Title: Personal Finances of Employees  
Policy Number: 706  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy:

Pottawattamie County employees are expected to maintain control and responsibility over their personal finances. It is the policy of Pottawattamie County to deal with employee financial information, such as garnishments in the following manner.

Comments:

- (1) The failure of employees to meet their personal financial obligations may impose an administrative and financial burden on the County through extra bookkeeping and the need to respond to garnishments, wage assignment requests, and other legal notices and court orders.
- (2) The County will not disclose employee financial information to outside parties without express written permission from the employee, except as required by law.
- (3) The County will conduct credit checks of applicants for employment if required based upon business necessity or if the position deals with financial responsibility. In addition, the County may conduct credit checks on current employees being considered for promotions or transfers to positions where personal financial considerations may impact the employee's ability to perform the job on behalf of the County.
- (4) The County Auditor is the only person authorized to receive an order of garnishment or attachment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The Auditor's Office/Payroll Division will notify the affected employee that is has received such a notice or order and then deduct the required amount from the employee's earnings, up to the limit permitted by law or court order.
- (5) No employee will be terminated because his earnings have been garnished for one indebtedness. However, repeated garnishments or other wage assignments for more than one indebtedness may result in discipline, up to and including termination, depending on the employee's job classification and circumstances of the case and any legal restrictions.
- (6) The County will not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy.