

# MANUAL TRANSMITTAL

**Arkansas Department of Human Services**  
Division of Children and Family Services

Policy    Form    Policy Directive  
Service Programs Policy Manual

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**From: Roy Kindle, DCFS Director**

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**Superseded**

**Subj.: Garnishments - Guidelines for Imposing Disciplinary Action Per Minimum Conduct Standards for DHS Employees (DHS Policy 1085) and Employee Discipline (DHS Policy 1084)**

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“Garnishment” is the collection of a debt accomplished by issuance of a writ of garnishment upon the Department of Human Services (DHS). Garnishments on a single indebtedness, regardless of the number of levies (writs) issued for collection, shall be considered as the same offense or infraction. The following provides guidelines for supervisors to use in responding to garnishments received on Division of Children and Family Services (DCFS) employees:

**Conduct Standard Violation -- Financially Burdening the Employer with Wage Garnishments**

**Offense/Infraction**

**Agency Response/Disciplinary Action**

**(1) One Indebtedness –  
First Offense**

**Counseling Statement**

**(2) Two Separate Indebtedness –  
Second Offense**

**Written Warning**

**(3) Three Separate Indebtedness –  
Third Offense**

**Written Warning**

**(4) Four Separate Indebtedness –  
Fourth Offense**

**Suspension without Pay – One Day**

**(5) Five Separate Indebtedness –  
Fifth Offense**

**Discharge**

**NOTE: Federal law prohibits discharge of an employee for the first garnishment, even if that garnishment is the latest in a series of other violations of conduct standards. The first garnishment of an employee always must result in a response that is less severe than discharge.**

**Effective Date: May 1, 2002**

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