

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-33

Effective Date: 04/17/2001

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*C. DeLubow*  
County Administrator

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SUBJECT: **WAGE ASSIGNMENTS**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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## I. STATEMENT

This procedure addresses who is authorized to accept receipt of wage assignments and the actions required by the Departments. Any Department that fails to follow this procedure will be held liable for amounts not paid to the creditor within the allowed time period as well as any reasonable attorney's fees and other costs incurred and may be subject to sanctions for contempt of court and/or to punitive damages in the court's discretion.

## II. PROCEDURE

- A. If a process server or messenger service serves a Pima County Department with a wage assignment, such as a garnishment, child support, or tax lien, the Department shall not accept or sign for the documents. The Department should have the serving individual deliver the documents to the Department of Finance and Risk Administration, Financial Operations Receptionist, 130 West Congress, 7<sup>th</sup> Floor, for processing.
- B. Departments which receive wage assignments via U.S. Mail **MUST** physically deliver the documents to the Department of Finance and Risk Administration, Financial Operations Receptionist, 130 West Congress, 7<sup>th</sup> Floor on the **same day** that it was received.