

**A RESOLUTION AUTHORIZING GARNISHMENT ADMINISTRATIVE FEES**

WHEREAS, Sedgwick County Human Resources expends a considerable amount of staff time and expenses to comply with wage garnishment orders for its employees; and

WHEREAS, Sedgwick County has determined the options, regulations, and best practices for deducting an administrative fee from garnishment amounts from employees' paychecks; and

WHEREAS, K.S.A. 60-723, 60-734(d) and K.S.A. 61-3507(c) authorize garnishees to withhold and retain to defray the garnishee's costs, an administrative fee for each pay period for which income is withheld; and

WHEREAS, these fees would be partial reimbursement for time spent working with third party requesting agencies, employees, paperwork, and data entry as well as for paper, stamps, envelopes, and check printing costs.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, that the following actions are authorized to be conducted by Sedgwick County Human Resources:

1. Upon receipt of order of garnishment of income of employees of Sedgwick County, of the Sedgwick District Attorney's Office, or of the Sedgwick County Court Trustee's Office, Sedgwick County Payroll/Human Resources is authorized to withhold and retain to defray the garnishee's costs through an administrative fee of \$10 for each 30 day period for which income is withheld, subject further to the restrictions as contained in K.S.A. 60-734(d), and which amount may be amended from time to time per applicable statutes.
2. Human Resources will notify affected employees of applicable administrative fees and will ensure that all corresponding deductions are documented appropriately on the employee's pay advice.
3. Human Resources will remit these fees to the County's General Fund.
4. If any employee feels that the deduction has been made in error said employee may use the Wage Deduction Complaint Process as outlined in Sedgwick County Personnel Policies and Procedures 4.2001 V.
5. This resolution shall be effective upon adoption.

Commissioners present and voting were:

DAVID M. UNRUH	_____
TIM R. NORTON	_____
KARL PETERJOHN	_____
RICHARD RANZAU	_____
JAMES B. SKELTON	_____

Dated this \_\_\_\_\_ day of May, 2012.

BOARD OF COUNTY COMMISSIONERS  
OF SEDGWICK COUNTY, KANSAS


ATTEST:

\_\_\_\_\_  
KELLY B. ARNOLD, County Clerk

\_\_\_\_\_  
TIM R. NORTON, Chairman  
Commissioner, Second District

\_\_\_\_\_  
JAMES B. SKELTON, Chair Pro Tem  
Commissioner, Fifth District

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JENNIFER MAGANA  
County Counselor

\_\_\_\_\_  
DAVID M. UNRUH  
Commissioner, First District

\_\_\_\_\_  
KARL PETERJOHN  
Commissioner, Third District

\_\_\_\_\_  
RICHARD RANZAU  
Commissioner, Fourth District