

SALARY SEIZURE

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-31

Policy Number: HR-30

SCOPE

These guidelines apply to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

GUIDELINES

1. The University has the legal obligation to respect any Writ of Garnishment or other legally binding seizure document served upon the University to deduct the specified amount from the salary of the employee concerned.
2. When any employee of the University is presented with a writ or other seizure document, he must direct the bailiff to Human Resources or send the document to Human Resources immediately.
3. Human Resources advises the employee, by letter sent to his residence, that his salary is seized and informs him of the amount of the deduction as well as of the date deductions will commence.
4. Such deductions will continue and remittances be made to the Courts or relevant government agencies until the University receives a written release or « Main Levée ». The exceptions to this release requirement are a seizure from the federal or provincial tax offices and Human Resources Development Canada (HRDC); the deductions cease when the total amount to be withheld, as specified in the seizure document, has been reached.