



ADMINISTRATIVE DIRECTIVE

SUBJECT ASSIGNMENT OF WAGES	NUMBER 2.01-11	PAGE 1 of 1
	PAGE ISSUE DATE December 10, 1993	

I. PURPOSE

To state the policy regarding assignment of an employee's wages.

II. DEFINITIONS

- A. **Involuntary Wage Assignment** – An assignment of wages ordered by a court within the jurisdiction of the State of Arizona, or a levy served by a government agency for the purpose of collecting delinquent taxes.
- B. **Voluntary Wage Assignment** – A voluntary agreement between an employee and a creditor or taxing agency for the purpose of deducting an amount from an employee's wages and paying the deduction to a creditor or taxing agency.

III. POLICY

- A. An involuntary wage assignment will be honored in accordance with applicable Federal and State law.
- B. A voluntary wage assignment will not be accepted from a creditor nor will it be binding on the City except in accordance with provision C, below.
- C. The Payroll Section of the Finance Department will authorize a voluntary wage assignment at an employee's request if:
 - the City has received a court ordered wage assignment or tax levy, and
 - the creditor or taxing agency will release the court ordered wage assignment or levy if the City will honor the employee's request for the voluntary wage assignment.

Appendices None

References None

Review Responsibility and Frequency The Finance Director will review this directive as needed. Last review date: January 8, 2016

Authorized

Luis G. Gutierrez
CITY MANAGER

AD was reviewed 1/22/16. There were no changes.