



STATE OF GEORGIA

Division of Family and Children Services

Nathan Deal
Governor

Bobby D. Cagle
Director

**CONDITIONS OF EMPLOYMENT AND EXPECTATIONS
FOR
NEW FAMILY INDEPENDENCE CASE MANAGERS**

All Office of Family Independence (OFI) case management staff are required to attend and successfully complete program policy training. You are expected to demonstrate your understanding of the policies and procedures that govern your assigned program area(s). This will be done through a series of practice cases and proficiency examinations in your training. The minimum standard required for all OFI training is an overall grade average of at least 80% in each class for this mandatory training. If the final average score is below the required minimum of 80%, you will be separated from employment. There are no exceptions.

You are expected to attend every class. If you must be absent due to illness, you may be required to provide a doctor's statement. Employees who are chronically tardy or absent during training, may be subject to termination.

I have read and understand the provisions of the *Conditions of Employment and Expectations for New Family Independence Case Managers*.

Print Name

Date

Signature