



Office Professional Training

Mississippi Rural Water Association
5400 N Midway Rd, Raymond, MS 39154-8202
Phone: 1.800.343.2520 Fax: 601.857.2434

March 26, 2019 - Tuesday - MS Trade Mart Building, 1200 Mississippi Street, Jackson, MS

Agenda

- 7:30 Registration & Welcome
- 8:00 Getting Ready for a Health Department Inspection, Amy McLeod, MSDH
- 9:00 Classification of Workers, What is Contract Labor? Unemployment Insurance Regulations Representative, MS Dept of Employment Security
- 10:00 What to tax and what not to tax? , Lanell Strait, MS Dept of Revenue
- 11:00 Operator Certification – New Database, Romelle Britton, MSDH
- 12:00 LUNCH - Provided
- 1:00 Exempt & Non Exempt Employees, Department of Labor Law & Regulations
Audrey Hall, US Department of Labor
- 2:30 Your Digital Communication Tool Box, Websites, Social Media & Must Have Apps!
Shannon Farmer & Shelly Howay, Rural Water Impact
- 4:00 Adjourn

OPTR Credits: Office Mgt-(6); Finance- (3.5); W/WW (4.5); Legal- (3.5); Personnel- (4.5); Personal- (1.5)

Please pre-register a week prior to class date. There is a \$100.00 registration fee for this class.

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Name: _____ System/Company: _____

Address: _____

City/State/Zip: _____

Phone/Fax/Email: _____

Send form with payment to MsRWA, 5400 N Midway Rd, Raymond, MS 39154 / Fax: 601.857.2434

For more information call MsRWA at 1.800.343.2520.

