

Contractor and Worker Classifications

Avoid Expensive Pitfalls—Make the Most of Your Workforce



This Workshop Will Benefit:

- Business Owners
- Employers, CEOs
- HR Managers
- Office Managers
- Attorneys / Law Firms
- Accounting Professionals

Develop a policy and best practices for classifications and exemptions.
LEARN FROM OUR PANEL OF EXPERTS!

**Tuesday
March 19, 2013**

Check-in: 8:00 am - 8:30 am
(continental breakfast served)

Program: 8:30 am - 12:00 pm

Hagerty Conference Center

715 East Front Street Traverse City, MI 49686

Featuring Our Panel of Experts:



Susan Rahn

IRS Stakeholder Liaison,
Internal Revenue Service



Michael McPherson

Owner and President,
HR That Works 4 U Solutions



Janis Adams

Attorney - Employment Law,
Smith Haughey Attorneys at Law

Learn About:

- Financial impact of non-compliance
- Correct employee classification
- Appropriate uses of contractors
- Temporary labor
- Job descriptions
- Avoiding fines and penalties
- Contract vs. non-contract workers
- Compliance for classification
- Exempt vs. non-exempt employees
- Insurance considerations

You will receive:

A sample contract/agreement
template for contractor help!

The ETC presents informational workshops to help your business do business profitably.

Registration Options:

Fax

Registration form to:
(231) 929-5012

Mail

Registration and
check payable to:
"NWMCOG"

NWMCOG
PO Box 506
Traverse City MI 49685

Online Info & Registration

Registration and
payment options,
including credit card
payment, are
available online.



See us online at: nwm.org/etc



For further information, phone Lisa at:
(231) 929-5081

or visit us online: nwm.org/etc

Employer Training Council members and sponsors: Grand Traverse Container, AlcoTec Wire Corporation, Northwest Michigan Works!, Benzie County Chamber of Commerce, Leelanau Chamber, Northwest Michigan Council of Governments.

Name: _____ Title/Position: _____

Organization: _____

Address: _____

City: _____, Michigan Zip Code: _____

Phone: _____ Email: _____

Registration: \$40 per person; no refunds, but you may send someone in your place if you cannot attend.

☐ Registration (please reserve my spot, I realize seating is limited.)

☐ Payment enclosed.

☐ Mailing payment (check or money order) prior to the event.

☐ Or, you may bypass this form and register/pay online.

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nwm.org/etc

Updated 02-21-2013