

Appendix A:

The Office Manager position was filled on January 6, 2006.

Maverick Media of Eau Claire's Office Manager made a job change while on maternity leave, giving her 2-week notice when she returned from leave on January 2. At almost the same time, the Credit Manager gave her two-week notice (see Appendix B). It was decided to reorganize the departments involved and redistribute duties. The Sales Secretary was promoted to Office Manager and her previous position was eliminated. Due to the promotion and reorganization process, there was no recruiting for the Office Manager position.