

Lifeguard Phone Tree

TIME SENSITIVE ISSUE TODAY:

- Running late
- Facility related issue
- Incident

SCHEDULING ISSUE - 48 HOURS:

- Sick
- Cannot make it to shift in the next two days



1 CALL LOOP MANAGER

Might be listed as Head Guard
(Find on When I Work)

2 CALL YOUR REGIONAL MANAGER

Liberty: Torrey Stone - (928) 285-2399
DO NOT GIVE OUT NUMBER

3 CALL PREMIER HQ

Monday-Friday 9am-5pm
(949) 716-3333

NON-URGENT ISSUES

- Scheduling issues MORE THAN TWO DAYS AWAY
- Questions that cannot be answered by the manager on duty



EMAIL YOUR REGIONAL MANAGER

Torrey Stone: torrey@swimoc.com

HR RELATED QUESTIONS

- Harassment incidents
- Policy questions
- Safety concerns



EMAIL HR DIRECTOR

Amber Beesley: amber@swimoc.com

PAY RELATED QUESTIONS

- Paycheck/direct deposit
- Pay rate
- Taxes



EMAIL PAYROLL

payroll@swimoc.com

RIPPLING/HIRING RELATED QUESTIONS

- Paperwork
- Updating information



EMAIL TALENT ACQUISITION MANAGER

Jessica Dopudja: jessica@swimoc.com