

HOJO 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 ON DUTY
LIFEGUARD MANAGER
(Find on When I Work)



2

CALL YOUR
REGIONAL MANAGER

JOEY TRAVIGLIA: (949) 716-3333 EXT. 1019

DO NOT GIVE OUT NUMBER



3

CALL PREMIER HQ
Monday-Friday: 9am-5pm
(949) 716-3333

**WEEKENDS: Check "Premier Office" schedule for
MANAGER on WIW**

NON-URGET ISSUES

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



EMAIL YOUR REGIONAL MANAGER
Joey Traviglia: joey@swimoc.com

HR RELATED QUESTIONS

- Harassment incidents
- Policy questions
- Safety concerns



EMAIL HR DIRECTOR
hr@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