

# 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

IE: Tiffany Graves - (732) 982-6004

## DO NOT GIVE OUT NUMBER

### NON-URGENT ISSUES

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



### EMAIL YOUR REGIONAL MANAGER

Tiffany Graves: [tiffany@swimoc.com](mailto:tiffany@swimoc.com)

### HR RELATED QUESTIONS

- Harassment incidents
- Policy questions
- Safety concerns



### EMAIL HR DIRECTOR

[amber@swimoc.com](mailto:amber@swimoc.com)

### PAY RELATED QUESTIONS

- Paycheck/direct deposit
- Pay rate
- Taxes



### EMAIL PAYROLL

[payroll@swimoc.com](mailto:payroll@swimoc.com)

### RIPPLING/HIRING RELATED QUESTIONS

- Paperwork
- Updating information



### EMAIL TALENT ACQUISITION MANAGER

Jessica Dopudja: [jessica@swimoc.com](mailto:jessica@swimoc.com)