



HEALTH BENEFITS PROGRAM

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SearchPros is excited to introduce you to our newest health benefits program. You are eligible to enroll in any of these offerings within the first 30 days of your employment with SearchPros. Please see the attached enrollment guide that will give you details of the coverages that are being offered along with answers to frequently asked questions. Your rates are included in this guide. Premiums will be deducted from your paycheck on a pre-tax basis and are collected during the month preceding each coverage month.

If you would like to enroll, please complete the appropriate enrollment form(s) and return them to SearchPros. If you choose not to enroll, please complete both enrollment forms indicating that you are waiving coverage at this time.

Reminder: If you do not enroll within your first 30 days of employment, unless you have a qualifying life event, you will have to wait until the next open enrollment period which is November of each year.

Your completed enrollment forms can be:

Uploaded to our Applicant Tracking Portal

-OR- Emailed to: HR@spstaffing.com

-OR- Faxed to (916) 669-8068

-OR- Mailed to: SearchPros
Attn: Human Resources
6363 Auburn Blvd.
Citrus Heights, CA 95621

