



SUBSTITUTE TEACHER
SERVICE, INC.

Traditional 401k & Roth 401k Savings Plans

As an employee of STS, you can elect to enroll in the Company's 401(k) Plans.

In order to participate in the 401K plans, you must meet the following criteria in order to sign up!

- You must be 21+ years of age,
- You must be an STS employee for 6 months,
- You must work a minimum of 500 hours for STS from your hire date during your first 6 months of employment,

After you complete the hourly requirement, you may enroll in the programs on the following dates: January 1, April 1, July 1, and October 1.