



OFFICE OF HUMAN RESOURCES

2025 ANNUAL OPEN ENROLLMENT

*Monday, November 10, 2025, Wednesday, November 13, 2025 -
Friday, November 21, 2025*

Annual Open Enrollment is for Health Coverage in 2026

Benefits Enrollment Forms and the Employee Benefits Guide will be available November 10, 2025 via the Hopi Tribe – Office of Human Resources website.

AUTOMATIC ENROLLMENT

What does Automatic Enrollment mean? The Hopi Tribe will continue the enrollment of current employees in the health plans; keeping your medical, dental, and vision benefits for you and your dependents the same for 2026.

Employees shall meet with an HR representative for the following:

- to make changes to their 2026 health benefits coverage.
- to update enrollment forms if their dependents turned 26 years of age within the year (2025).

Instructions are as follows:

1. Contact the Office of Human Resources to schedule an appointment by calling 734-3212 or walk-in (expect wait time). It is encouraged your spouse attend to learn of the changes, and participate in completing the benefit enrollment forms.
2. Complete the following list of REQUIRED forms prior to your visit with Human Resources.
 - Enrollment / Change Form
 - Health and Pre-Tax Form

Important Reminder: Bring the required documentation to make changes (spouse and/or dependents birth certificate, social security card, marriage/divorce certificate, legal guardianship documents, etc.)

FLEXIBLE SPENDING ACCOUNT (FSA)

Enrollment for FSA is available ONLY during Annual Open Enrollment and **REQUIRES** re-enrollment every year.

Employees who wish to enroll and/or continue the Flexible Spending Account (FSA) shall meet with an HR representative to complete the FSA Enrollment Form. Enrollment forms will **ONLY** be available at the Office of Human Resources.

BENEFITS SESSIONS

A Summit representative will be conducting Benefits Sessions to provide an overview of the health benefits and to answer questions. Limited seats are available for each session, sign up by contacting the Office of Human Resources at 928-734-3212 or email HumanResources@hopi.nsn.us.

Employees are required to be on time to their scheduled benefits session. Otherwise, the employee will be asked to schedule another date/time.

Benefits Sessions are as follows:

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
<i>11/10/2025</i>	<i>11/11/2025</i>	<i>11/12/2025</i>	<i>11/13/2025</i>	<i>11/14/2025</i>
<i>9-9:45 am</i>		<i>9-9:45 am</i>	<i>9-9:45 am</i>	<i>9-9:45 am</i>
<i>10-10:45 am</i>		<i>10-10:45 am</i>	<i>10-10:45 am</i>	<i>10-10:45 am</i>
<i>11-11:45 am</i>		<i>11-11:45 am</i>	<i>11-11:45 am</i>	<i>11-11:45 am</i>
<i>1:30-2:15 pm</i>		<i>1:30-2:15 pm</i>	<i>1:30-2:15 pm</i>	
<i>2:30-3:15 pm</i>		<i>2:30-3:15 pm</i>	<i>2:30-3:15 pm</i>	
<i>3:30-4:15 pm</i>		<i>3:30-4:15 pm</i>	<i>3:30-4:15 pm</i>	

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>
<i>11/17/2025</i>	<i>11/18/2025</i>	<i>11/19/2025</i>	<i>11/20/2025</i>
	<i>9-9:45 am</i>	<i>9-9:45 am</i>	<i>9-9:45 am</i>
<i>10:30-11:15 am</i>	<i>10-10:45 am</i>	<i>10-10:45 am</i>	<i>10-10:45 am</i>
<i>1:00-1:45pm</i>	<i>11-11:45 am</i>	<i>11-11:45 am</i>	<i>11-11:45 am</i>
<i>2:00-2:45 pm</i>	<i>1:30-2:15 pm</i>	<i>1:30-2:15 pm</i>	<i>1:00-1:45 pm</i>
<i>3:00-3:45 pm</i>	<i>2:30-3:15 pm</i>	<i>2:30-3:15 pm</i>	
<i>4:00-4:45 pm</i>	<i>3:30-4:15 pm</i>	<i>3:30-4:15 pm</i>	

BENEFICIARY INFORMATION

Reminder to all employees, you are welcome to visit the Office of Human Resources any time during business hours to review your 401k and Life Insurance Beneficiary information on file. Employees are responsible for ensuring their beneficiary information is accurate and up-to-date, and employees who need to make changes can do so.