

Carteret County Human Resources Department

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Human Resources Director



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All new hires to Carteret County will be required to attend New Employee Orientation (NEO) within the first pay period of their start date. This includes all new or rehired full-time, part-time and temporary employees. This orientation will include information from Human Resources, Payroll, Safety/Wellness and IT. The NEO will:

- Provide new hires with information and resources that support success in their new position;
- Train new hires on important topics, such as workplace safety, timesheet completion, use of County equipment, and policy review;
- Complete new employee paperwork requirements; and
- Assist eligible new hires with the completion of their benefits elections.

Orientation sessions will be held at the General Services Building and will begin at 9:00 am. Non benefit-eligible employees will finish the morning session at approximately 12:00 p.m. and should report for their shift after the orientation, if applicable. Benefit-eligible employees will continue the orientation.

We also are requiring that all PAFs for new hires be returned by 5:00 pm the Wednesday after each orientation.

If you have any questions, please feel free to contact Human Resources at 252.728.8405.

- **January 7, 2019**
- **January 22, 2019 (Tuesday)**
- **February 4, 2019**
- **February 18, 2019**
- **March 4, 2019**
- **March 18, 2019**
- **April 1, 2019**
- **April 15, 2019**
- **April 29, 2019**
- **May 13, 2019**
- **May 28, 2019 (Tuesday)**
- **June 10, 2019**
- **June 24, 2019**
- **July 8, 2019**
- **July 22, 2019**
- **August 5, 2019**
- **August 19, 2019**
- **September 3, 2019 (Tuesday)**
- **September 16, 2019**
- **September 30, 2019**
- **October 14, 2019**
- **October 28, 2019**
- **November 12, 2019 (Tuesday)**
- **November 25, 2019**
- **December 9, 2019**
- **January 6, 2020**

General Services Bldg. –Located at **5231 Business Drive, Newport NC 28570**