

# Carteret County Human Resources Department



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 8:30AM. Non benefit-eligible employees will not be required to attend the entire session and should report to his/her immediate supervisor after the orientation, if applicable. Benefit-eligible employees will continue the orientation.

Also, we are requiring that all PAFs for new hires be returned by 5:00PM the Wednesday after each orientation.

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

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|-------------------------------------|-----------------------------|
| • <b>January 6, 2020</b>            | • <b>July 6, 2020</b>       |
| • <b>January 21, 2020 (Tuesday)</b> | • <b>July 20, 2020</b>      |
| • <b>February 3, 2020</b>           | • <b>August 3, 2020</b>     |
| • <b>February 17, 2020</b>          | • <b>August 17, 2020</b>    |
| • <b>March 2, 2020</b>              | • <b>August 31, 2020</b>    |
| • <b>March 16, 2020</b>             | • <b>September 14, 2020</b> |
| • <b>March 30, 2020</b>             | • <b>September 28, 2020</b> |
| • <b>April 13, 2020</b>             | • <b>October 12, 2020</b>   |
| • <b>April 27, 2020</b>             | • <b>October 26, 2020</b>   |
| • <b>May 11, 2020</b>               | • <b>November 9, 2020</b>   |
| • <b>May 26, 2020 (Tuesday)</b>     | • <b>November 23, 2020</b>  |
| • <b>June 8, 2020</b>               | • <b>December 7, 2020</b>   |
| • <b>June 22, 2020</b>              | • <b>December 21, 2020</b>  |

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