

2026 New Employee Orientation Meeting Info & Schedule

Meeting Info

All new employees must attend a mandatory, full-day New Employee Orientation within 30 days of their hire date. This session covers City of San Diego benefits and other important information to support your transition into City employment.

Attendance/Invitations

Invitations are sent via City email or shared by supervisors, and walk-ins are always welcome.

- **Supervisors:** If a new employee does not have access to their City email on their hire date, the City's Benefits office will be unable to send an orientation invitation. In these cases, supervisors are responsible for providing the employee with the orientation meeting information. Supervisors should encourage new employees to attend the next available orientation following their hire date to ensure they receive all required benefits information prior to their enrollment deadline, which is 30 days from the hire date.
- **New Employees:** Employees with City email access will receive an invitation via their City email. If you do not have City email access or you have not received an invitation, please contact the Benefits Office at benefits@sandiego.gov or 619-236-5924.

Transportation/Parking

- **City Administration Building (CAB):** You can use the MTS trolley or drive yourself. If you choose to drive, you must obtain parking passes from your department to pay for parking in the Evan V. Jones Parkade (1265 First Avenue). Ask your Payroll Specialist or supervisor to assist you with obtaining passes before you attend the orientation.
- **Employee Training & Development Center (ETDC):** There is a free parking lot next to the building.

Lunch

You will be provided with a 1-hour lunch break. Lunch will *not* be provided and there are no kitchen facilities to use. You may bring a bagged lunch or visit nearby restaurants.

2026 Orientation Schedule

Please note: The following dates and locations are subject to change due to unforeseen conflicts. Any updates to the schedule will be communicated to attendees in advance.

Date	Time	Address	Floor/Room
Friday, January 2, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, January 16, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, January 30, 2026	8:45 AM - 4:30 PM	Employee Training & Development Center (ETDC) 5510 Kiowa Dr., San Diego, CA 91942	Auditorium
Friday, February 13, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, February 27, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, March 13, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, March 27, 2026	8:45 AM - 4:30 PM	Employee Training & Development Center (ETDC) 5510 Kiowa Dr., San Diego, CA 91942	Auditorium
Friday, April 10, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor

2026 Orientation Schedule (cont.)

Please note: The following dates and locations are subject to change due to unforeseen conflicts. Any updates to the schedule will be communicated to attendees in advance.

Date	Time	Address	Floor/Room
Friday, April 24, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, May 8, 2026	8:45 AM - 4:30 PM	Employee Training & Development Center (ETDC) 5510 Kiowa Dr., San Diego, CA 91942	Auditorium
Friday, May 22, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, June 5, 2026	8:45 AM - 4:30 PM	Employee Training & Development Center (ETDC) 5510 Kiowa Dr., San Diego, CA 91942	Auditorium
Thursday, June 18, 2026	8:45 AM - 4:30 PM	Employee Training & Development Center (ETDC) 5510 Kiowa Dr., San Diego, CA 91942	Auditorium
Thursday, July 2, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, July 17, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, July 31, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, August 14, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, August 28, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, September 11, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, September 25, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, October 9, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, October 23, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, November 6, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, November 20, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, December 4, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Friday, December 18, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor
Wednesday, December 30, 2026	8:45 AM - 4:30 PM	City Administration Building (CAB) 202 C Street, San Diego, CA 92101	12th Floor