



# County of San Bernardino

## OATH OF AFFIRMATION OR ALLEGIANCE

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The Oath of Affirmation or Allegiance affirms a County employee's or volunteer's agreement to uphold the Constitution of the United States and the State of California. Pursuant to State law, all officials and employees must execute an Oath of Affirmation or Allegiance.

### REFERENCES

California Government Code-Chapter 8, Div. 4, Title I; Personnel Rules

### FORMS REQUIRED

Oath of Affirmation or Allegiance

### MANDATORY FIELDS

All

### GENERAL INFORMATION

This form is to be completed by all new employees or volunteer's at time of appointment, and is a condition of employment. Failure to sign the Oath is cause for termination from employment. Contact your Human Resources Business Partner (HRBP) if an employee refuses to sign.

If an employee objects to the wording "solemnly swear," they may cross those words out so they are using the word "affirm" in the statement.

### PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide most current form to new employees
- ◆ Thoroughly review all information to ensure completeness and accuracy of information provided
- ◆ Complete New Hire JAR packet
- ◆ Retain copy for department file
- ◆ Forward original to EMACS-HR (0030)

### RELATED FORMS/PROCEDURES

Checklist for New Hire - Contract

Checklist for New Hire - Exempt

Checklist for New Hire - Extra-Help/Recurrent

Checklist for New Hire - PSE

Checklist for New Hire - Regular/Part-Time/Reemployment (Rehire)

Hiring Transactions