

CHAPTER 5

**OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR
PERSONS EMPLOYED BY THE STATE OF CALIFORNIA**

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CHAPTER 5

OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF CALIFORNIA

1. REQUIREMENTS.

1. All employees, except for legally employed noncitizens, shall, on or before the effective date of appointment and before entering upon the duties of their employment, sign the Oath of Allegiance portion of an STD. 689, Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California. Noncitizens are required to sign the Declaration of Permission to Work portion of the STD. 689.

a. If a noncitizen employee later becomes a naturalized citizen, the Oath of Allegiance must be administered and the STD. 689 completed. It is the employee's responsibility to inform the command of a change in citizenship and it is the command's responsibility to provide the STD. 689 to the employee.

b. The Oath or Declaration is valid for the entire duration of the employee's state service, as long as the employee does not have a break in service caused by a permanent separation from state service. If an employee permissively reinstates to state service, a new STD. 689 is required. Refer to Chapter 9, Separations, of this manual for examples of permanent and temporary separations.

2. LEGAL REQUIREMENTS. Section 3 of Article XX of the Constitution of the State of California, Government Code (GC) Sections 3100 through 3109, and GC Section 18153, set forth the Oath of Allegiance requirements for employment within state civil service.

3. SALARY AND EXPENSE PAYMENT RESTRICTIONS. In accordance with GC Section 3107, salary payment or reimbursement for expenses cannot be made unless the employee has taken and subscribed to the Oath or Declaration.

4. AUTHORIZATION TO ADMINISTER THE OATH OR DECLARATION. The STD. 689 will be used to administer the Oath of Allegiance or the Declaration of Permission to Work. All uniformed personnel at the rank of sergeant or above, and nonuniformed commanders and their designated alternates are authorized to administer the Oath of Allegiance or Declaration of Permission to Work. Special authorization for other employees will be considered if a written request is submitted outlining reasons.

In addition, any other person outside of state service who is authorized to administer oaths may perform this service. When the oath is given, no fee shall be charged.

5. STD. 689, OATH OF ALLEGIANCE AND DECLARATION OF PERMISSION TO WORK FOR PERSONS EMPLOYED BY THE STATE OF CALIFORNIA.

a. To Obtain STD. 689, Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California. If the STD. 689 has not been received from Human Resources Section by the date the employee reports to work, commands may obtain the STD. 689 from the Department of General Services' Web site at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std689.pdf>.

b. Completion of STD. 689, Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California. The STD. 689 contains three parts which must be completed as follows:

(1) Part 1-Oath of Allegiance. All United States citizens are required to complete this section. Noncitizens do not complete this part.

(2) Part 2-Declaration of Permission to Work. All noncitizens are required to complete the declaration. United States citizens do not complete this part.

(3) Part 3-Signature and Certification. All employees are required to complete Part 3. The certification must be signed by uniformed employees with the rank of sergeant or above, or nonuniformed commanders or their designated alternates. The date shown on the Oath or Declaration must be the date of appointment or a prior date.

c. Submission of STD. 689, Oath of Allegiance and Declaration of Permission to Work for Persons Employed by the State of California. The completed STD. 689 must be forwarded to Human Resources Section, Personnel Transactions Unit, Attention: Personnel Specialist.