

## **Human Resources Policies & Guidelines**

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Section:	2	Staffing
Subsection:	2.5.3	<b>OATH OF OFFICE</b>
Type:		Policy
Effective Date:		April 8, 2010

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### **POLICY STATEMENT**

Every person appointed to employment with the Government must take the Oath of Office and the Oath of Allegiance.

### **INTENT**

The Oath of Office is a solemn promise by government employees to discharge their duties responsibly and to refrain from disclosing any information which may come to them by reason of their employment in the government service.

The Oath of Allegiance is a solemn promise by government employees to be loyal to the Queen. This oath applies only to Canadian citizens or British subjects.

### **POLICY APPLICATION**

All new employees of the Manitoba government are required to take the oaths.

### **PRACTICES**

All new employees of the Manitoba government are required to take the oaths. It includes summer students and co-op students. And it may also include volunteers, work placement students and trainees who have access to confidential and sensitive information.

There are however situations in which the requirement for oaths can be waived.

Departments are responsible for ensuring oaths are administered by either a Commissioner for Oaths or a Notary Public in and for the Province of Manitoba. Original copies of completed oaths must be kept in the employee file.

### **ROLES AND RESPONSIBILITIES**

#### **Civil Service Commission**

Administer section 41 (a)(b) of *The Civil Service Act*.

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### **Departments**

Ensure oaths are administered by either a Commissioner for Oaths or a Notary Public in and for the Province of Manitoba.

Ensure original copies of completed oaths are kept in the employee file.

### **AUTHORITY**

[The Civil Service Act, Section 41 \(a\) \(b\)](#)

[Civil Service Act Regulations 11](#)

[Conflict of Interest Policy](#)

[Value & Ethics Guide](#)

Civil Service Commission Minute CSC 15-96/97-14

Civil Service Commission Minute CSC 01-10/11-2

### **FREQUENTLY ASKED QUESTIONS**

1. Can the requirement for oaths be waived?

The Commission may direct that a person be excused from taking the oath, and may do so where the oaths may otherwise generate an unreasonable impact to the employee. For example:

- Employees who are not Canadian citizens or British subjects are not required to take the Oath of Allegiance to the Queen where this oath would result in a loss of citizenship in their own country. Such persons are, however, required to take the Oath of Office.
- Employees who cannot make a sworn oath for proclaimed religious reasons can make an affirmation using the oaths available for affirmation and are not required to place their hand on the Bible.

2. Does an employee re-take the oaths upon transfer or promotion?

No. Employees who are transferred or promoted to a different position are not required to re-take the oaths.

3. Does a former employee re-take the oaths upon returning to government service?

A former employee returning to government service after a break in service is required to re-take the oaths.

A break in service refers to situations where an employee has resigned, and then returned to employment in the government service.

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An approved leave of absence, such as maternity leave, does not constitute a break in service.

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