



SAN BERNARDINO COUNTY POLICY MANUAL

No. 07-25

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EFFECTIVE DATE August 18, 2026

POLICY: SERVICE PIN PROGRAM

APPROVED

DAWN ROWE
Chair, Board of Supervisors

POLICY STATEMENT AND PURPOSE

It is the policy of the Board of Supervisors that employees are recognized for their commitment as demonstrated by their years of service to the County.

DEPARTMENTS AFFECTED

Board of Supervisors, all County agencies, departments and Board-Governed Special Districts.

DEFINITIONS

County: San Bernardino County or any entity governed by the same individuals that are members of the Board of Supervisors.

County Employee (Employee): All individuals employed by the County, including contract employees, elected officials and members of the Board of Supervisors, and excluding recurrent, public service (PSE), extra-help, seasonal, and other contingent employees.

County Service: Cumulative service as a County Employee and also prior service as a recurrent, PSE, extra-help, seasonal, or other contingent employee. Includes all periods of paid leave, including military leave. Extended leaves of absence without pay shall be reviewed and considered by the Director of Human Resources. Non-continuous County Service may be included upon employee's request, subject to review and approval by the Director of Human Resources.

Service Pin: A commemorative pin representing County Service in five-year increments.

Service Pin Coordinator (Coordinator): A designated representative from each County department who works closely with Human Resources to coordinate the collection and distribution of Service Pins to employees within their respective department and acts as a liaison between employees and Human Resources.

Service Pin List: A list maintained by the Service Pin Coordinator that includes employee information, years of service with the County and Service Pin anniversary dates. Service Pin anniversary dates shall reflect aggregate County Service as described in this Policy.

POLICY AMPLIFICATION

A. Service Pin Eligibility:

1. Service Pins are presented to County Employees after each service milestone of five years of County Service.
2. If an employee's effective retirement date is within two (2) months of completing the required service time for the next five-year Service Pin, the employee may, upon request, receive the Service Pin early.
3. Service Pin eligibility shall be determined by Human Resources and forwarded to the Coordinator.

B. Service Pin Lists

1. Human Resources shall forward the Service Pin Lists to departments on a quarterly basis.
2. Upon receipt of the Service Pin List, the Coordinator shall contact Human Resources to arrange for pick-up or delivery of the Service Pins.

C. Service Pin Presentation

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1. Service Pins for employees with less than 25 years of service shall be provided on a quarterly basis to each department head for presentation to department employees.
2. A ceremony with the Board of Supervisors will be held for employees with 25 or more years of dedicated service.
3. Eligible employees may attend the ceremony on County-paid time, with supervisor's approval.
4. Human Resources shall provide Service Pins to the Coordinator for presentation to employees who do not attend the presentation ceremony.
5. Members of the Board of Supervisors, Board staff, and the Chief Executive Officer, are eligible to participate in a ceremony at any service milestone.

LEAD DEPARTMENT

Human Resources Department

APPROVAL HISTORY

Adopted August 18, 2026 (Item No. XX)

REVIEW DATES

August 2031