



Human Resources

Service Pin Coordinator Training

Recognizing Years of Dedicated Service to San Bernardino County

July 8, 2026

www.SBCounty.gov

What is the Service Pin Program?

Recognizing Employee Service

The County's Service Pin Program recognizes employees for their commitment and years of dedicated public service.

Employees receive a commemorative service pin beginning with their 5th year of County service and continue to receive recognition in five-year increments (10, 15, 20, 25 years, and beyond). As employees reach additional milestones, rubies and diamonds are added to the service pin to represent their continued years of dedicated service.



5-Year Pin



10- Year Pin



20-Year Pin



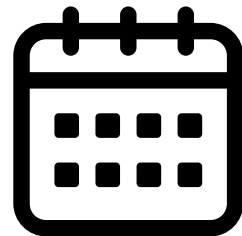
45-Year Pin

Quarterly Service Pin Presentation Ceremony

Celebrating Career Milestones

Employees who complete **25 or more years of County service during the most recent quarter** are invited to attend the Quarterly Service Pin Ceremony in recognition of this significant career milestone.

The ceremony recognizes employees whose years of dedication and public service have made a lasting impact on San Bernardino County and the communities we serve.



**The next Pin Presentation Ceremony will take place on
Tuesday, August 18, 2026.**



Your Role as a Service Pin Coordinator

Partnering in Employee Recognition

Service Pin Coordinators serve as the primary liaison between their department and our Service Pins Team.

Your support helps ensure:

- Employees are recognized for their service
- Service records remain accurate
- Pins are distributed in a timely manner
- Employees receive information and assistance when needed

Please notify our team whenever your department has a new Service Pin Coordinator so we can update our records and ensure future communications reach the appropriate contact.



Service Pin Coordinator Responsibilities

How You Support the Service Pin Program

Your key responsibilities include:

- ✓ Confirming Service Pin Ceremony participation
- ✓ Distributing service pins
- ✓ Verifying employee years of service
- ✓ Providing resources and support to employees

We'll review each responsibility in greater detail.



Responsibility #1

Confirming Ceremony Participation

Before each Quarterly Service Pin Ceremony, your department will receive an Interoffice Memo (IOM) with ceremony details and a list of invited honorees.

Service Pin Coordinators are asked to:

- Follow up with employees celebrating 25+ years of service to confirm they have received their ceremony invitation and submitted their RSVP.
- Notify the Service Pin Team of any invited employees who are unable to attend or are unable to complete the RSVP.

Please note that invited honorees will also receive a separate invitation with an RSVP link to confirm their attendance.



Employees Nearing Retirement

Early coordination helps ensure eligible employees are recognized before retirement.

If you have an employee who is approaching a service milestone and **plans to retire within the next two months**, please reach out using the Service Pin email inbox.

We'll be happy to help coordinate the employee's service pin pickup and, whenever possible, ensure they have the opportunity to attend a Quarterly Service Pin Ceremony before their retirement date.



Responsibility #2

Distributing Service Pins

After each quarterly ceremony, you will receive an email when your department's service pins are ready for pickup.

When picking up the pins, please:

- Verify that you have received the correct number of service pins.
- Sign the receipt acknowledging that you have picked up the pins.
- Distribute the service pins to eligible employees according to your department's preferred process.

		Quarter		2nd Quarter 2026		Dear Service Pin Coordinator, Included are the service pins for employees in your department who have earned them. Please ensure the recipient signs to confirm receipt of their pin. Alternatively, a member of management may sign to pick up the pin on behalf of the recipient for distribution. If you have any questions, please contact EBSD at mhm@hr.sbcounty.gov.		
		Department		Land Use				
		Pin Coordinator Name						
		Signature						
		Pick-Up Date						
Dept ID	Dept Name	Employee Name	EE ID	Job Title	Hire Date	Pin Year	Recipient Signature	Date
69000	Land Use Services	Brown, Charlie	Z8600	Senior Accountant/Auditor	6/5/2021	5		
69100	Land Use Services	Patty,Peppermint	Z9000	Land Use Services Coordinator	6/5/2021	5		
69500	Land Use Services	Van Pelt Lucy	Z9400	Planner II	6/5/2021	10		
69100	Land Use Services	Van Pelt, Linus	X8500	Senior Office Assistant	6/25/2016	25		

Once all service pins have been distributed, please email the completed receipt to ServicePins@hr.sbcounty.gov for our records.

Responsibility #3

Verifying Years of Service

Service Pin reports are generated using each employee's most recent County hire date. Because employees may receive credit for prior County service, the years of service reflected on the report may not account for previous periods of County employment. Please notify the Service Pin Team of any known breaks in service to ensure the employee receives the correct recognition.

Example

According to our most recent report, Franklin's current hire date reflects 10 years of County service. However, because he previously worked for the County, his total County service is actually 24 years. As a result, his next service milestone should be 25 years.

T1600 Armstrong, Franklin				
	Service Pin Inquiry Request	Years	Months	Days
EMACS	5/1/1993-3/3/2007	13	10	2
EMACS	3/5/2016-5/12/2026	10	2	8
EMACS				
OLD History				
	Total as of today m/d/yr	24		9

Responsibility #4

Providing Resources and Support

Service Pin Coordinators are often the first point of contact for employee questions.

Please help employees by:

- Sharing information about upcoming ceremonies
- Answering questions about service pin distribution
- Directing employees to the appropriate resources

Replacement Service Pins

Employees requesting a replacement service pin should contact ServicePins@hr.sbcounty.gov to schedule a pickup appointment and confirm the pin's availability and replacement cost.

Accepted payment methods:

- Cash (exact change only)
- Check

Please advise the employee that the cost of a replacement service pin may vary depending on the materials required to produce it.



Questions or Need Assistance?

Contact Our Service Pins Team:

 HR Lobby Front Desk- 175 W 5th Street, First Floor
San Bernardino, CA 92415

 909-387-9640

 ServicePins@hr.sbcounty.gov

 <https://link.sbcounty.gov/ServicePins.com>

**Thank you for supporting employee recognition throughout
San Bernardino County.**

