



# The 31st Annual Washington State Governor's Employer Awards Program Nomination Packet

## Who should nominate?

Employers, employees with disabilities, supervisors, vocational counselors, job developers, job coaches, stakeholders, family members, advocates, and anyone interested in developing more employment opportunities for workers with disabilities may nominate.

## Who should be nominated?

- Employers who create a welcoming, supportive, and inclusive workplace for employees with disabilities
- Employers who use best practices and create an adaptive work environment
- Employers who sponsor programs and activities promoting employment preparation and job skills training for youth with disabilities
- Individuals whose career provides long-term supports and services to workers with intellectual, developmental, and/or psychological disabilities
- Individuals with disabilities who make a tangible difference in empowering individuals with disabilities in Washington State
- Individuals with a minimum of ten years in the field of disability, with documented accomplishments of direct actions that have dramatically changed the lives of those in the disability community, by expanding the rights, inclusion, and socioeconomic integration of persons with disabilities.

## Why nominate?

Each year, the Governor's Committee on Disability Issues and Employment hosts the Governor's Employer Awards Program. This event has two main goals:

1) to recognize the excellent work being done to improve employment opportunities for workers with disabilities, and

2) to acknowledge individuals who make positive outcomes enhancing the empowerment of individuals with disabilities. Reasons to nominate employers and individuals include:

- To shine a spotlight on organizations and individuals who make a difference in their communities
- To showcase achievements and share best practices
- To acknowledge employers who successfully create inclusive workplaces and see significant results
- To acknowledge and reward nominees' efforts, innovation, and empowerment of workers
- To recognize the excellent work being done by individuals positively impacting those who are in the disability community.

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## What is new this year?

- **This year, we have broken out the nomination form further, to separate out the Nominator information and Supporting documents sections at the beginning and end of the online nomination form.**

## What’s the timeline?

The deadline to submit a nomination package is **Friday, July 28, 2023**. Support materials, such as newspaper articles and support letters, may be submitted by mail/email until **Friday, August 4, 2023**. All nominees will receive recognition in an Awards Ceremony on **Friday October 6, 2023**. The ceremony will take place at the Wenatchee Convention Center.

## What are the award categories?

- **Public, Private, and Non-Profit Employers (Small - 99 or less employees, Medium -100 – 499 employees, Large - 500 or more employees: see matrix at the bottom of this page)**  
Honors employers for their efforts to recruit, hire, and advance individuals with disabilities
- **Youth Employer**  
Honors employers who support youth with disabilities through employment preparation and job skills training
- **Direct Support Professional**  
Recognizes an outstanding professional whose career provides long-term supported employment services to individuals with intellectual, developmental, and/or psychological disabilities
- **Governor’s Trophy in Memory of Carolyn Blair Brown**  
Honors an individual with a disability who has developed or influenced programs, services, legislation, etc., resulting in positive outcomes enhancing the empowerment of individuals with disabilities in Washington State
- **Toby Olson Lifetime Impact Award**  
Honors an individual who has made a lifetime commitment to addressing the inequities people with disabilities face in their community and at the state and national levels, and can demonstrate specific, direct actions dramatically changing the lives of those in the disability community

## New sizing matrix for businesses

<i>Subcategory</i>	<b>SMALL (&lt;100)</b>	<b>MEDIUM (&lt;500)</b>	<b>LARGE (2,000+)</b>
Small	1-25 employees	100-170 employees	500-1 ,000 employees
Medium	26-75 employees	171-340 employees	1,001-1,999 employees
Large	76-99 employees	341-499 employees	2,000+ employees

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**About the GCDE:** The Governor's Committee on Disability Issues and Employment administers the Governor's Employer Awards Program, and other activities. It provides statewide advocacy and leadership to empower those in the disability community to obtain equality of opportunity and maximum independence.

- To request an **application in alternate formats** or if you have questions, need assistance in filling out the nomination packet or help using the SurveyMonkey, please contact Emily Heike via phone: 360.890.3776 or email: [GCDEAwards@esd.wa.GOV](mailto:GCDEAwards@esd.wa.GOV) (email preferred).

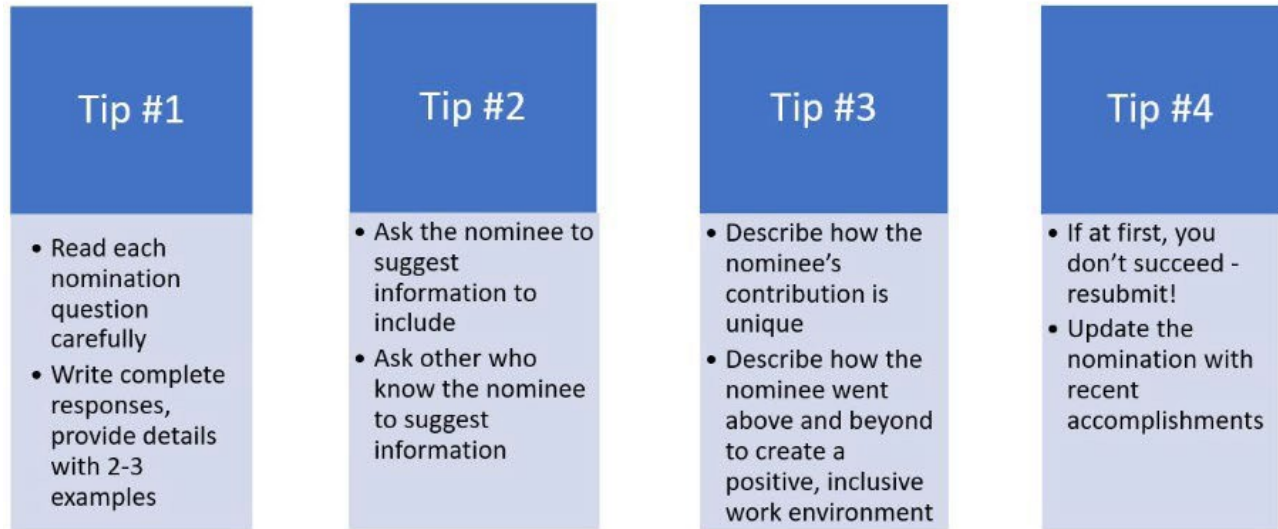
## Nomination Instructions & Process

General Requirements:

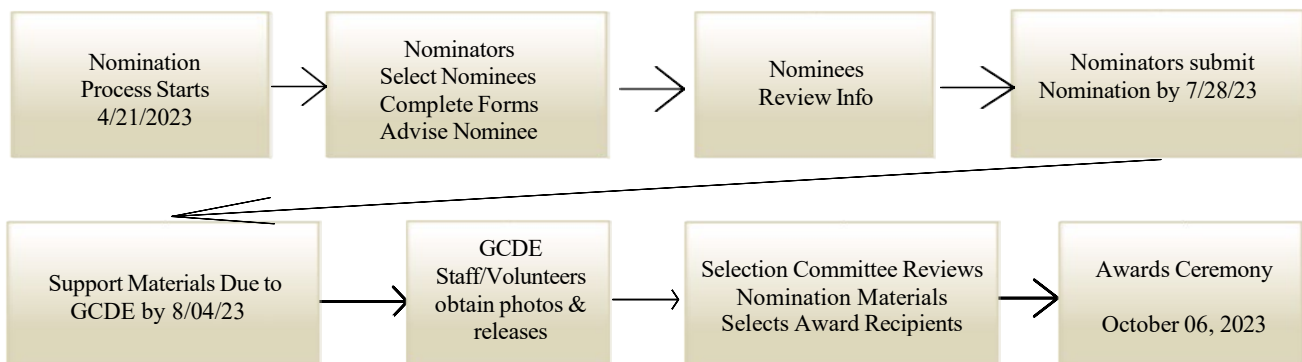
- Individuals, businesses, or organizations may submit nominations for themselves, or others.
- Current GCDE members and staff cannot themselves be nominees, or have nominations submitted on their behalf, during the same time they serve the Committee.
- Employers considered for these awards must pay all workers with disabilities the Washington State minimum wage of **\$15.74 per hour** or higher. Workers with disabilities must be eligible to receive employee benefits as other similarly situated employees. **Note: workers paid (or employers paying) sub-minimum wage are not eligible to be nominated for or receive an Award. See SB 5284 - 2021-22.**
- Previous employer award recipients may not receive an award for the same body of work.
- Nominators are responsible for submitting accurate and complete information. Nominations should include detailed information about the nominee. A response to each question is required, with "Not Applicable" being an option.
- GCDE's Awards Subcommittee members and staff will contact nominees to secure two (2) photos and release forms signed by the award nominee and all individuals in the photos. The signed releases authorize and approve the use of names, nomination content, expressions, and likenesses in marketing, public relations, and outreach efforts associated with the Awards Program.
- Support materials may be uploaded to SurveyMonkey or emailed to [GCDEawards@esd.wa.gov](mailto:GCDEawards@esd.wa.gov). Nominations **will not** be considered complete until support materials are received. The submittal deadline for all support documents is August 4, 2023. **Note:** videos will **not** be accepted.
- Please do not disclose confidential or personal information about the nominees, especially details about medical conditions. In accordance with HIPAA (Health Insurance Portability and Accountability Act) regulations, this information must remain private.

## Tips for Award Winning Nominations

- For faster results, consider jotting down your notes for each question before you start the online Survey Monkey nomination form



## Nomination & Submittal Process



As shown in the graphic below, with the nomination process starting on 4/21/2023, those wishing to nominate an individual or an employer should advise the nominee and fill out the nomination form. The nominee must review the information and complete the release forms. The nominator is responsible for gathering and submitting the supporting documents. All nominations must be submitted to the Governor's Employer Awards Program by 7/28/23. The support material may be submitted no later than 8/4/23. A Selection Committee, or in the case of the Toby Olson Lifetime Impact Award, a Judging Panel, will review and rate the nomination materials and select the award recipients. The Awards Ceremony is targeted for Friday, October 06, 2023, in Wenatchee.

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Please remember the following information:

- This packet is a helpful companion to the SurveyMonkey.
- The nomination deadline is Friday, July 28. Support materials are due August 04, 2023.
- Electronic nominations are preferred and should be submitted through SurveyMonkey (full URL: <https://www.surveymonkey.com/r/31st-annual-governors-employer-awards>) or emailed to [GCDEawards@esd.wa.gov](mailto:GCDEawards@esd.wa.gov)
- To request an **application in alternate formats** or if you have questions, need assistance in filling out the nomination packet or help using the SurveyMonkey, please contact Emily Heike via phone: 360.890.3776 or email: [GCDEawards@esd.wa.gov](mailto:GCDEawards@esd.wa.gov) (email preferred).

## Mail hard copies to:

Attn: GCDE Awards Program  
PO Box 9046  
Olympia, WA 98507-9046

\*Note: electronic copies preferred

## Selection Process

- Nominations are reviewed by the Selection Committee members, or in the case of the Toby Olson Lifetime Impact Award, by a Judging Panel. Each Committee or Judging Panel member evaluates and scores their assigned nominations. Information presented is compared with the criteria established for each award.
- The Selection Committee who will select award recipients is comprised of a distinguished panel of professionals, consisting of Governor's Committee Members, previous award recipients, and business representatives. The Judging Panel for the Toby Olson Lifetime Impact Award includes Rhonda Brown, Toby Olson's widow, and the Chairperson, Executive Director, and Awards Subcommittee Chair of the Governor's Committee on Disability Issues and Employment, along with others appointed by the GCDE Chairperson.
- Judging is conducted solely on the information provided in the nomination packet.
- In any given year, an award will not be bestowed in a category if the submissions are found insufficient.
- GCDE reserves the right to present more than one award per category.