# 2024 Texas Workforce Commission Annual Conference

# Small Employer of the Year Award

**Instructions for Submitting the Nomination Form**

The Texas Workforce Commission (TWC) recommends using this document to develop submission responses before completing the nomination in Microsoft Forms. Most fields are required; however, if there is no response for a field, enter “N/A.” Select “Submit” to submit the nomination form. Upon submission of the form, a thank-you message will appear on the screen.

For questions regarding the TWC Workforce Awards, please email the Awards Committee at awards@twc.texas.gov.

## **Introduction**

The Small Employer of the Year Award honors a small (fewer than 500 employees) private-sector employer whose efforts and initiatives have had an extraordinary effect on the state of Texas, workers, other employers, and the communities in which the employer does business. Nominations should recognize a small employer that is a customer of the workforce system and has created or used innovative approaches to best support the mission of the Texas workforce system, which is to ensure Texas remains competitive in the global economy. Each nomination should focus on initiatives that have a positive effect on current workers, future workers, and/or workers with challenges that may make transitioning into the workforce difficult, such as unemployment insurance claimants, Temporary Assistance for Needy Families recipients, second-chance individuals, separating military personnel, and individuals with disabilities.

The nomination should highlight initiatives, including, but not limited to, the following:

* Training and retaining employees
* Upgrading worker skills
* Job creation or redesign
* Child care solutions
* Job sharing and telecommuting
* Activities with students, schools, colleges, training providers, and workforce education or development programs
* Community involvement and collaboration

Each Local Workforce Development Board (Board) may nominate **one** small private-sector employer for this award. Private-sector employers are employing units, as defined in Texas Labor Code §201.011(11), and include partnerships, associations, corporations, and educational and nonprofit institutions that are not:

* a political subdivision under TWC Chapter 821 Texas Payday rule §821.4;
* an individual or entity subject to Titles 2, 3, or 4 of the Texas Government Code; or
* a unit of government of another state, the United States, or a foreign nation.

## **Board and Employer Nominee Information**

1. For which Board are you submitting this nomination?

2. Provide the following contact information for the individual submitting this nomination on behalf of the Board: **contact name**, **contact phone number**, and **contact email**.

3. Board executive directors and Board chairs must be notified of all Workforce Award nominations submitted on behalf of the Board.

Have you notified the Board executive director and Board chair of this nomination submission and its contents? (Yes or No)

4. Employer’s legal entity name:

5. Doing business as:

6. Employer address (include city and ZIP code—no P.O. boxes):

7. Employer contact name:

8. Employer contact email:

9. Employer contact phone number:

10. All Federal Employer Identification (ID) Numbers (FEIN) (Example: 12-3456789):

11. All employer unemployment insurance tax ID numbers (Example: 12-345678-9):

12. Total number of employees:

13. Preferred branded name of the employer nominee (as it would appear on a trophy and award materials):

14. Submit the nominee’s logo to awards@twc.texas.gov according to the following technical specifications:

* **File Format**
The logo must be in a png or jpg format.
* **Logo Quality**

The logo must be high resolution—300 dpi or greater. Do not use a low-resolution logo copied from the web.

* **Copyright**
Boards must have either permission to use or ownership of photos and graphics.

15. **For Employer of the Year Videos**: Please provide the **name**, **email address**, and **phone number** of the individual TWC should coordinate with for media-related questions, as Employer of the Year finalists in this category will have a video highlight reel at the TWC Annual Conference.

16. Review the following statement and enter your name to affirm your awareness of this process.

**Enter your name to affirm the following:**

The Board is aware that TWC will conduct a background review of the nominee’s financial and legal status, including, but not limited to:

* unemployment insurance tax status and delinquency history;
* standing with the Texas Secretary of State and the Texas Comptroller of Public Accounts;
* Texas Payday Law violations and penalty history;
* OSHA violations;
* eligibility to receive federal contracts according to the federal System for Award Management database; and
* lawsuits in the Public Access to Court Electronic Records (PACER) system.

## **Nomination Responses**

17. Provide a clear and concise overview of no more than 350 words describing the employer’s contribution to its local workforce development area and the Texas workforce system’s goal of ensuring that both employers and workers have the resources and skills Texas needs to remain competitive. (Please note that some of this information will be used for the employer awards booklet, so provide as many specifics as possible.)

18. Describe the employer’s involvement with and innovative approaches to best supporting the needs of the Texas workforce system. Include the scope of any initiatives, the budget, human resource requirements, time invested, and time frames. (20 points)

19. Explain how the Texas workforce system gains leverage, capacity, and advantages from these efforts. (10 points)

20. Describe how the employer contributes to the community. (10 points)

21. Explain how others are using or might replicate these efforts. (5 points)

22. Describe the employer’s economic impact or other measurable results relating to workers, the local community, and the state of Texas within the past 12 months or most recent reporting period (for example, new business, job creation, upgraded worker skills, and improved new-hire retention). (25 points)

23. Describe collaborative efforts both inside and outside the workforce system with business organizations, educational partners, and labor organizations to improve local economic development. (20 points)

24. Describe the reasons job seekers would choose this employer over other employers. (5 points)

25. Provide documented endorsements or letters of support that highlight connections to one or more of the following (5 points):

* Economic development or business organizations
* Educational entities (pre- and/or postsecondary)
* Local unions

Documentation including letters of endorsement, URLs, support for the employer nomination, or additional materials such as newspaper articles or other relevant documents, must be emailed to awards@twc.texas.gov with “Small Employer—[BOARD NAME] Supporting Docs” in the subject line.

Indicate in the line below whether you are sending documented endorsements by email.