



Catholic Social Services of Corpus Christi, Inc.  
1322 Comanche • Corpus Christi, Texas 78401  
(512) 884-0651

MEMORANDUM

TO: Commissioner W.P. Kirby  
FROM: Bob Johnson, SLIAG Program Coordinator - Catholic Social Services  
SUBJECT: My Employment - Responsibility and Pay  
DATE: August 28, 1989

I have worked in this program since 11-01-88, in the position of Supervisor.

The work I have been doing and have been responsible for, exceeds that of my title. In reality, my work has been that of a Program Coordinator.

I was hired as a part-time Supervisor. I was supposed to work four nights a week, three hours a night, for a total of twelve hours per week.

In reality, there was so much work to be done, processing enrollment forms, testing students and assigning them to sites, helping teachers and aides set up classes, acting as liaison between Catholic Social Services and the Adult Learning Center, etc., that I actually worked an average of 32 additional hours weekly.

I have prepared documentation which shows the following:

1. I worked 454 hours (11-01-88 through 7-23-89) for which I was paid at the rate of \$14.50 per hour.
2. I worked an additional 1,290 hours, in the same period, for which I have not been paid.

I wrote to Dr. Roussos and sent copies to a number of individuals, including yourself, illustrating this.

I also wrote to Dotty Ottinger of Corpus Christi Independent School District. I received a letter from her that said "since I was hired as a part-time Supervisor, they had fulfilled their responsibility to me."

The fact that my claim is legitimate and has been documented by Beverly Jacoby, Administrator of Catholic Social Services, was completely ignored. I continue to work without pay. Ms. Ottinger stated that there are no budgetary provisions beyond August 10th, regardless of program needs.

I would appreciate your assistance in helping me to get some immediate relief in this very difficult situation.

BJ/tk

RECOMENDATIONS

8/28/89  
BOMILAY OFFICE

1. A published statement/memorandum from Commissioner William Kirby:

The intent and purpose of the amnesty education program in Texas is to provide English-as-a-second-language and American civics classes to all qualified amnesty applicants. This is to be a cooperative effort between all course providers, whether state adult basic education cooperatives or private nonprofit service providers.

2. A deadline for preliminary and final publication of written guidelines for amnesty course providers to be produced by TEA. Suggested 1989 deadlines are: September 1<sup>st</sup> 15 for the preliminary draft and September 30th for the final publication. Guidelines should include description of reasonable expenditures for books and other educational materials, training materials and administrative expenses and guidance for contractual agreements between adult basic education cooperatives and nonprivate service providers to include defining responsibilities for record-keeping, supervision of employees and sites, curriculum, ordering books and supplies, etc...

3. In the interim period before final guidelines are published, some remedial procedures for resolving problems at the local level between adult basic education cooperatives and their contractees must be instituted by September 7, 1989. In the absence of guidelines, one or more model programs (contracts and procedures) mutually agreed upon by the ABE Co-op and service provider, to serve as guidance in resolving problems (i.e. HCC,...). Suggested mechanisms to arbitrate the resolution of problems while the guidelines are being finished (and perhaps afterwards) are:

- A. That nonprofit course providers be allowed to contract with any geographically convenient ABE Co-op to receive SLIAG funds.
- B. That a clear arbitration and appeal process be instituted, where the office of adult basic education within TEA would be the first step in arbitration of problems. It should be clear who is to be contacted within this office to begin the process and also who the decisions of that office can be appealed to within the organizational structure of TEA. A fixed limit on the duration of arbitration, from the first official written complaint should be established (i.e. 10 working days). If the problems cannot be resolved by the end of the arbitration period, the nonprofit course provider should be free to contract with any other geographically convenient adult basic education cooperative.
- C. That an ombudsman mutually agreed upon by the Co-op and service provider, be appointed in TEA who is outside of the Adult Basic Education office to expedite the resolution of problems.
- D. That a division of TEA outside of Adult Basic Education be charged with investigating and resolving problems.



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