



**Prairie Association of Support Staff  
Working Agreement**

**Handbook for the Bookkeepers, Carpenter/Painter, Central Service, Clerks, Custodians, Grounds Keepers, IT Technicians, Laborers, Maintenance Workers, Paraprofessionals, School Safety Monitors, Secretaries, and Transportation Mechanics Employees of CCSD.**

**JULY 1, 2025 - JUNE 30, 2028**

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It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources, 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

## ARTICLE I

### RECOGNITION AND DEFINITIONS

#### **1.1 This Working Agreement recognizes the following:**

- a) Employer: The College Community School District governed by the Board of Directors or its duly authorized representatives.
- b) Employees: Regular full-time and regular part-time classified staff employees of BU-0700.
- c) This includes: Secretaries, maintenance, grounds keepers, paraprofessionals, clerks, central service, transportation service, technology, and custodial services.
- d) This excludes: Administrators, Bus drivers, Bus Aides, Certified Staff, Confidential Staff, Food Service and Early Childhood Center employees.

#### **1.2 Definitions:**

- a) "School Days" shall mean those days when employees are in attendance, except during summer vacation, when school days shall mean days when the Board's business office is open.
- b) As used herein, the term "employee" shall mean all persons described above.
- c) As used herein, the term "regular employee" shall mean all employees who are employed thirty (30) hours or more per week except part-time and temporary employees.
- d) As used herein, the term "part-time employee" shall mean all employees whose normal work week is less than thirty (30) hours per week.
- e) "Sub employees" are those employees working on call. These employees are not covered by this agreement.
- f) "Days" as used in this agreement will mean calendar days except where specifically stated otherwise or when referring to leaves of absence, vacations and holidays which will be employee work days. "Working days" as used in this contract shall refer to the days of the employee's work schedule.

## ARTICLE II

### WAGES AND JOB CLASSIFICATIONS

#### **2.1 Hourly Schedule:**

Employees who are to be paid on an hourly basis are assigned salary class grades as follows:

#### **2025-2026 Classified Schedule 1**

##### **Clerks, Paras, Secretaries, Bookkeepers, and Safety Monitors**

<b>Salary Class Grade</b>	<b>Class Titles</b>
1 A	Paraprofessionals (hired after 7/1/06)
1APC	Paras with Para Certification or a CDA (Paras hired <b>after</b> 7/1/06)
1AA	Paras with AA in Education (Paras hired <b>after</b> 7/1/06)
1ABA	Paras with BA in Education (Paras hired <b>after</b> 7/1/06)
1	Clerks & Paraprofessionals (Paras hired <b>before</b> 7/1/06)
1PC	Paraprofessionals with Paraprofessional Certification or a CDA (Paras hired <b>before</b> 7/1/06)
1AA	Paraprofessionals with a AA in Education (Paras hired <b>before</b> 7/1/06)
1BA	Paraprofessionals with a BA in Education (Paras hired <b>before</b> 7/1/06)
2	Attendance Clerk, School Safety Monitor, & Student Service Clerk
3	High School Bookkeeper
4	Elementary Guidance Secretary & Middle School (Point) Activities Secretary
5	Grades 7-9 Guidance Secretary
6	Elementary Building Secretary & High School Registrar/Data Secretary
7	Secondary Building Secretary & High School Activity Secretary

**2025-26 Classified Schedule 1**  
**Clerks, Paras, Secretaries, Safety Monitors, Instructional Computer Paras**

Salary Grade	1A	1APC	1AAA	1ABA	1	1PC	1AA	1BA	2	3	4	5	6	7	8
0.75	Paras (after 7/1/06)	Paras (after 7/1/06) w/Para Cert	Paras (after 7/1/06) w/AA Ed	Paras (after 7/1/06) w/BA Ed	Clerk, Para	Para w/Para Cert	Para w/AA ED	Para w/BA Ed	Attendance Clerk, Safety Monitor, Student Serv Clerk	HS Bookkeeper	Elem Guid Sec, MS Act Sec.	7-9 Guid Sec	Elem Bldg Sec, HS Reg/Data Sec.	Second. Bldg Sec/ HS Activity Sec	N/A
<b>Step 0</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Step 1</b>	\$ 17.47	\$ 17.62	\$ 17.72	\$ 17.82	\$ 19.76	\$ 19.91	\$ 20.01	\$ 20.11	\$ 20.59	\$ 21.36	\$ 21.56	\$ 22.02	\$ 22.72	\$ 22.91	
<b>Step 2</b>	\$ 17.67	\$ 17.82	\$ 17.92	\$ 18.02	\$ 19.91	\$ 20.06	\$ 20.16	\$ 20.26	\$ 20.79	\$ 21.56	\$ 21.76	\$ 22.22	\$ 22.92	\$ 23.11	
<b>Step 3</b>	\$ 17.92	\$ 18.07	\$ 18.17	\$ 18.27	\$ 20.06	\$ 20.21	\$ 20.31	\$ 20.41	\$ 20.94	\$ 21.71	\$ 21.91	\$ 22.37	\$ 23.07	\$ 23.26	
<b>Step 4</b>	\$ 18.02	\$ 18.17	\$ 18.27	\$ 18.37	\$ 20.16	\$ 20.31	\$ 20.41	\$ 20.51	\$ 21.04	\$ 21.81	\$ 22.01	\$ 22.47	\$ 23.17	\$ 23.36	
<b>Step 5</b>	\$ 18.32	\$ 18.47	\$ 18.57	\$ 18.67	\$ 20.36	\$ 20.51	\$ 20.61	\$ 20.71	\$ 21.24	\$ 22.01	\$ 22.21	\$ 22.67	\$ 23.37	\$ 23.56	
<b>Step 6</b>	\$ 18.47	\$ 18.62	\$ 18.72	\$ 18.82	\$ 20.46	\$ 20.61	\$ 20.71	\$ 20.81	\$ 21.34	\$ 22.11	\$ 22.31	\$ 22.77	\$ 23.47	\$ 23.66	
<b>Step 7</b>	\$ 18.62	\$ 18.77	\$ 18.87	\$ 18.97	\$ 20.56	\$ 20.71	\$ 20.81	\$ 20.91	\$ 21.44	\$ 22.21	\$ 22.41	\$ 22.87	\$ 23.57	\$ 23.76	
<b>Step 8</b>	\$ 18.77	\$ 18.92	\$ 19.02	\$ 19.12	\$ 20.66	\$ 20.81	\$ 20.91	\$ 21.01	\$ 21.54	\$ 22.31	\$ 22.51	\$ 22.97	\$ 23.67	\$ 23.86	
<b>Step 9</b>	\$ 18.92	\$ 19.07	\$ 19.17	\$ 19.27	\$ 20.76	\$ 20.91	\$ 21.01	\$ 21.11	\$ 21.64	\$ 22.41	\$ 22.61	\$ 23.07	\$ 23.77	\$ 23.96	
<b>Step 10</b>	\$ 19.42	\$ 19.57	\$ 19.67	\$ 19.77	\$ 20.96	\$ 21.11	\$ 21.21	\$ 21.31	\$ 21.84	\$ 22.61	\$ 22.81	\$ 23.27	\$ 23.97	\$ 24.16	
<b>Step 11</b>	\$ 19.57	\$ 19.72	\$ 19.82	\$ 19.92	\$ 21.06	\$ 21.21	\$ 21.31	\$ 21.41	\$ 21.94	\$ 22.71	\$ 22.91	\$ 23.37	\$ 24.07	\$ 24.26	
<b>Step 12</b>	\$ 19.72	\$ 19.87	\$ 19.97	\$ 20.07	\$ 21.16	\$ 21.31	\$ 21.41	\$ 21.51	\$ 22.04	\$ 22.81	\$ 23.01	\$ 23.47	\$ 24.17	\$ 24.36	
<b>Step 13</b>	\$ 19.87	\$ 20.02	\$ 20.12	\$ 20.22	\$ 21.26	\$ 21.41	\$ 21.51	\$ 21.61	\$ 22.14	\$ 22.91	\$ 23.11	\$ 23.57	\$ 24.27	\$ 24.46	
<b>Step 14</b>	\$ 20.02	\$ 20.17	\$ 20.27	\$ 20.37	\$ 21.36	\$ 21.51	\$ 21.61	\$ 21.71	\$ 22.24	\$ 23.01	\$ 23.21	\$ 23.67	\$ 24.37	\$ 24.56	
<b>Step 15</b>	\$ 20.52	\$ 20.67	\$ 20.77	\$ 20.87	\$ 21.56	\$ 21.71	\$ 21.81	\$ 21.91	\$ 22.44	\$ 23.21	\$ 23.41	\$ 23.87	\$ 24.57	\$ 24.76	
<b>Step 16</b>	\$ 20.67	\$ 20.82	\$ 20.92	\$ 21.02	\$ 21.66	\$ 21.81	\$ 21.91	\$ 22.01	\$ 22.54	\$ 23.31	\$ 23.51	\$ 23.97	\$ 24.67	\$ 24.86	
<b>Step 17</b>	\$ 20.82	\$ 20.97	\$ 21.07	\$ 21.17	\$ 21.76	\$ 21.91	\$ 22.01	\$ 22.11	\$ 22.64	\$ 23.41	\$ 23.61	\$ 24.07	\$ 24.77	\$ 24.96	
<b>Step 18</b>	\$ 20.97	\$ 21.12	\$ 21.22	\$ 21.32	\$ 21.86	\$ 22.01	\$ 22.11	\$ 22.21	\$ 22.74	\$ 23.51	\$ 23.71	\$ 24.17	\$ 24.87	\$ 25.06	
<b>Step 19</b>	\$ 21.12	\$ 21.27	\$ 21.37	\$ 21.47	\$ 21.96	\$ 22.11	\$ 22.21	\$ 22.31	\$ 22.84	\$ 23.61	\$ 23.81	\$ 24.27	\$ 24.97	\$ 25.16	
<b>Step 20</b>	\$ 21.37	\$ 21.52	\$ 21.62	\$ 21.72	\$ 22.16	\$ 22.31	\$ 22.41	\$ 22.51	\$ 23.04	\$ 23.81	\$ 24.01	\$ 24.47	\$ 25.17	\$ 25.36	
<b>Step 21</b>	\$ 21.52	\$ 21.67	\$ 21.77	\$ 21.87	\$ 22.26	\$ 22.41	\$ 22.51	\$ 22.61	\$ 23.14	\$ 23.91	\$ 24.11	\$ 24.57	\$ 25.27	\$ 25.46	
<b>Step 22</b>	\$ 21.67	\$ 21.82	\$ 21.92	\$ 22.02	\$ 22.36	\$ 22.51	\$ 22.61	\$ 22.71	\$ 23.24	\$ 24.01	\$ 24.21	\$ 24.67	\$ 25.37	\$ 25.56	
<b>Step 23</b>	\$ 21.82	\$ 21.97	\$ 22.07	\$ 22.17	\$ 22.46	\$ 22.61	\$ 22.71	\$ 22.81	\$ 23.34	\$ 24.11	\$ 24.31	\$ 24.77	\$ 25.47	\$ 25.66	
<b>Step 24</b>	\$ 21.97	\$ 22.12	\$ 22.22	\$ 22.32	\$ 22.56	\$ 22.71	\$ 22.81	\$ 22.91	\$ 23.44	\$ 24.21	\$ 24.41	\$ 24.87	\$ 25.57	\$ 25.76	
<b>Step 25</b>	\$ 22.27	\$ 22.42	\$ 22.52	\$ 22.62	\$ 22.76	\$ 22.91	\$ 23.01	\$ 23.11	\$ 23.64	\$ 24.41	\$ 24.61	\$ 25.07	\$ 25.77	\$ 25.96	

## **2025-2026 Classified Schedule 2**

### **Custodian, Maintenance, Central Service, Transportation, and IT**

<b>Salary Class Grade</b>	<b>Class Titles</b>
1	Fueler
2	N/A
3	Custodian, Laborer, & Central Service Clerk
3N	Custodian - 2nd Shift
4	N/A
5	Transportation Service & Custodian II
5N	Custodian II - 2nd Shift
6	Custodian I & Groundskeeper
6N	Custodian I - 2nd Shift
7	Central Service Coordinator & Custodian Supervisor
7N	Custodian Supervisor - 2nd Shift
8	Carpenter/Painter, Maintenance, & IT Technicians
9	Mechanics & Master Maintenance

## 2025-26 Classified Schedule 2

### Custodial, Maintenance, Central Service, Transportation, IT

Salary Grade	1	2	3	3N	4	5	5N	6	6N	7	7N	8	9
	Fueler	N/A	Custodian, Laborer, Cent. Service Clerk	Cust. 2nd Shift	N/A	Trans. Service, Cust. II	Cust. II 2nd Shift	Cust. I, Grounds- keeper	Cust. I 2nd Shift	Cent. Serv. Coord, Cust. Super.	Cust. Super. 2nd Shift	Carp/Paint, Maint Worker, IT Tech	Mechanic, Master Maint.
0.75													
Sub Rate													
Step 0													
Step 1	\$ 19.76	N/A	\$ 21.36	\$ 21.66	N/A	\$ 22.02	\$ 22.32	\$ 22.72	\$ 23.02	\$ 22.91	\$ 23.21	\$ 24.51	\$ 26.51
Step 2	\$ 19.91		\$ 21.56	\$ 21.86		\$ 22.22	\$ 22.52	\$ 22.92	\$ 23.22	\$ 23.11	\$ 23.41	\$ 24.81	\$ 26.81
Step 3	\$ 20.06		\$ 21.71	\$ 22.01		\$ 22.37	\$ 22.67	\$ 23.07	\$ 23.37	\$ 23.26	\$ 23.56	\$ 25.01	\$ 27.01
Step 4	\$ 20.16		\$ 21.81	\$ 22.11		\$ 22.47	\$ 22.77	\$ 23.17	\$ 23.47	\$ 23.36	\$ 23.66	\$ 25.11	\$ 27.11
Step 5	\$ 20.36		\$ 22.01	\$ 22.31		\$ 22.67	\$ 22.97	\$ 23.37	\$ 23.67	\$ 23.56	\$ 23.86	\$ 25.31	\$ 27.31
Step 6	\$ 20.46		\$ 22.11	\$ 22.41		\$ 22.77	\$ 23.07	\$ 23.47	\$ 23.77	\$ 23.66	\$ 23.96	\$ 25.41	\$ 27.41
Step 7	\$ 20.56		\$ 22.21	\$ 22.51		\$ 22.87	\$ 23.17	\$ 23.57	\$ 23.87	\$ 23.76	\$ 24.06	\$ 25.51	\$ 27.51
Step 8	\$ 20.66		\$ 22.31	\$ 22.61		\$ 22.97	\$ 23.27	\$ 23.67	\$ 23.97	\$ 23.86	\$ 24.16	\$ 25.61	\$ 27.61
Step 9	\$ 20.76		\$ 22.41	\$ 22.71		\$ 23.07	\$ 23.37	\$ 23.77	\$ 24.07	\$ 23.96	\$ 24.26	\$ 25.71	\$ 27.71
Step 10	\$ 20.96		\$ 22.61	\$ 22.91		\$ 23.27	\$ 23.57	\$ 23.97	\$ 24.27	\$ 24.16	\$ 24.46	\$ 25.91	\$ 27.91
Step 11	\$ 21.06		\$ 22.71	\$ 23.01		\$ 23.37	\$ 23.67	\$ 24.07	\$ 24.37	\$ 24.26	\$ 24.56	\$ 26.01	\$ 28.01
Step 12	\$ 21.16		\$ 22.81	\$ 23.11		\$ 23.47	\$ 23.77	\$ 24.17	\$ 24.47	\$ 24.36	\$ 24.66	\$ 26.11	\$ 28.11
Step 13	\$ 21.26		\$ 22.91	\$ 23.21		\$ 23.57	\$ 23.87	\$ 24.27	\$ 24.57	\$ 24.46	\$ 24.76	\$ 26.21	\$ 28.21
Step 14	\$ 21.36		\$ 23.01	\$ 23.31		\$ 23.67	\$ 23.97	\$ 24.37	\$ 24.67	\$ 24.56	\$ 24.86	\$ 26.31	\$ 28.31
Step 15	\$ 21.56		\$ 23.21	\$ 23.51		\$ 23.87	\$ 24.17	\$ 24.57	\$ 24.87	\$ 24.76	\$ 25.06	\$ 26.51	\$ 28.51
Step 16	\$ 21.66		\$ 23.31	\$ 23.61		\$ 23.97	\$ 24.27	\$ 24.67	\$ 24.97	\$ 24.86	\$ 25.16	\$ 26.61	\$ 28.61
Step 17	\$ 21.76		\$ 23.41	\$ 23.71		\$ 24.07	\$ 24.37	\$ 24.77	\$ 25.07	\$ 24.96	\$ 25.26	\$ 26.71	\$ 28.71
Step 18	\$ 21.86		\$ 23.51	\$ 23.81		\$ 24.17	\$ 24.47	\$ 24.87	\$ 25.17	\$ 25.06	\$ 25.36	\$ 26.81	\$ 28.81
Step 19	\$ 21.96		\$ 23.61	\$ 23.91		\$ 24.27	\$ 24.57	\$ 24.97	\$ 25.27	\$ 25.16	\$ 25.46	\$ 26.91	\$ 28.91
Step 20	\$ 22.16		\$ 23.81	\$ 24.11		\$ 24.47	\$ 24.77	\$ 25.17	\$ 25.47	\$ 25.36	\$ 25.66	\$ 27.11	\$ 29.11
Step 21	\$ 22.26		\$ 23.91	\$ 24.21		\$ 24.57	\$ 24.87	\$ 25.27	\$ 25.57	\$ 25.46	\$ 25.76	\$ 27.21	\$ 29.21
Step 22	\$ 22.36		\$ 24.01	\$ 24.31		\$ 24.67	\$ 24.97	\$ 25.37	\$ 25.67	\$ 25.56	\$ 25.86	\$ 27.31	\$ 29.31
Step 23	\$ 22.46		\$ 24.11	\$ 24.41		\$ 24.77	\$ 25.07	\$ 25.47	\$ 25.77	\$ 25.66	\$ 25.96	\$ 27.41	\$ 29.41
Step 24	\$ 22.56		\$ 24.21	\$ 24.51		\$ 24.87	\$ 25.17	\$ 25.57	\$ 25.87	\$ 25.76	\$ 26.06	\$ 27.51	\$ 29.51
Step 25	\$ 22.76		\$ 24.41	\$ 24.71		\$ 25.07	\$ 25.37	\$ 25.77	\$ 26.07	\$ 25.96	\$ 26.26	\$ 27.71	\$ 29.71

## **2.2 New Hire Placement on the Salary Schedule**

Supervisors will have the ability to place new hires on the Board approved salary schedules up to the maximum of Step 10 based upon previously documented equivalent experience.

## **2.3 Longevity Pay:**

After Step 25, employees will be paid an additional \$400 each year. This will be paid in one lump sum on June 30.

## **2.4 Time Basis for Payment of Hourly Rates:**

Employees shall be paid the hourly rate prescribed herein for their respective classes of positions, whether it be the normal full-time working hours or less only including authorized paid leaves. Time clock punches in and punches out are rounded to the nearest quarter hour.

## **2.5 Pay Period:**

Employees covered by this contract will be paid twice a month by direct deposit, if possible, to the financial institution of the employees' choice.

## **2.6 Shift Differential:**

Those employees whose regular shift starts after 2 p.m., shall be paid thirty (30) cents per hour additional for those hours actually worked. Differential will not be paid if the employee(s) chooses to move to the day schedule. If the move to the day schedule is a District request, the employee will receive the differential.

Those employees whose regular shift starts after 2 p.m., shall be paid thirty (30) cents per hour additional for those hours actually worked.

## **2.7 Garage Shop Foreman Pay:**

The garage employee assigned with the Garage Shop Foreman responsibility shall be paid three dollars (\$3.00) per hour additional pay. Transportation Mechanics will receive an extra \$1.00 per hour additional pay.

## **2.8 Requirements as to Continuity of Service:**

Service in other jobs in the school district, outside of the outlined workgroups identified in this working agreement, will not be countable towards longevity service.

**ARTICLE III**  
**COMPLIANCE CLAUSE AND DURATION**

**3.1. Printing Agreements**

The Contract shall be available on the District Website.

**3.2. Duration of Agreement**

This agreement begins on July 1, 2025 and concludes on June 30, 2028.

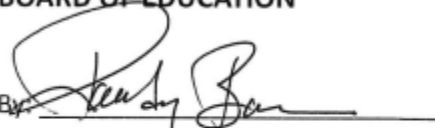
Total wage increases for the 2026-27 and the 2027-2028 fiscal years will be negotiated prior to the stated contract years.

**PRAIRIE ASSOCIATION  
OF SUPPORT STAFF**

By:   
President

By:   
Chief Negotiator

**COLLEGE COMMUNITY  
BOARD OF EDUCATION**

By:   
President

By:   
Chief Negotiator