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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE HUMAN RESOURCES DIVISION
100 CAMBRIDGE STREET, SUITE 600, BOSTON, MA 02114

Secretary
JEFF McCUE
Assistant Secretary
Chief Human Resources Officer

## MEMORANDUM

TO: Cabinet Secretaries, Chiefs of Staff, Agency Heads and Departmental Human Resources Directors, Labor Relations Directors, Payroll and Budget Staff with Employees in Bargaining Unit 2
FROM: Jeff McCue, Assistant Secretary, Chief Human Resources Officer
 Human Resources Division
ISSUED IN CONJUNCTION WITH: Bran Shim, Budget Director $\frac{\text { Bran Shim }}{\text { Bran shim (Oct 26, 2021 } 17.18 \text { EDT) }}$ Executive Office for Administration and Finance William McNamara, Comptroller
Office of the Comptroller


DATE: October 28, 2021
RE: Implementation of the July 1, 2020 - June 30, 2023 Commonwealth Alliance, AFSCME-SEIU Local 888 Collective Bargaining Agreement

On July 16, 2021, the Commonwealth of Massachusetts's Human Resources Division signed a labor agreement with the Alliance, AFSCME-SEIU, Local 888, Unit 2, for the period of July 1, 2020 to June 30, 2023. On October 20, 2021, funds were appropriated (1599-4448) to cover the incremental cost items for Fiscal Year 2022 as contained in the Agreement (Chapter 76 of the Acts of 2021). The contract was approved by the Legislature and signed by the Governor on October 20, 2021. Supplemental funding (Chapter 76 of the Acts of 2021) authorizes the implementation of the provisions of the new agreement effective November 7, 2021, unless otherwise indicated. This memorandum implements the provisions of the new agreement, including new salary charts effective the pay period that begins November 7, 2021. Information and implementation instructions from the Human Resources Division (HRD), the Office of the Comptroller (CTR) and the Executive Office for Administration and Finance (A\&F) are provided herein.

Questions regarding the provisions of the new agreement should be directed to Marianne Dill, Assistant Director, HRD's Office of Employee Relations. Questions regarding the applicability of these provisions to confidential, intermittent, or short-term employees should be directed to Sarah Unsworth, Director of Classification and Compensation, HRD.

A copy of this Implementation Memorandum will be posted on HRD's website at (https://www.mass.gov/guides/collective-bargaining-agreements-union-contracts). A fully integrated 2020 - 2023 Collective Bargaining Agreement will be distributed as soon as administratively possible.

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## SECTION I CONTRACT CHANGES

## ARTICLE 3 <br> UNION SECURITY

## Section 2

An employee may consent in writing to the authorization of the deduction of union dues from their wages and to the designation of the union as the recipient thereof and may withdraw such consent in accordance with the terms of the membership and dues deduction agreement between the employee and the Union and with the laws of the Commonwealth. Such consent shall be in a form acceptable to the Office of Employee Relations and shall bear the signature of the employee. Said form may be completed on-line as an electronic form or completed, printed, and sent to the appropriate agency human resources officer. An employee may withdraw his/her Union dues check-off authorization, in writing to the Office of Employee Relations; and the Union will be notified immediately of such request to withdraw union dues authorization.

## ARTICLE 7 <br> WORK WEEK AND WORK SCHEDULES

Section 1 Scheduled Hours, Workweek, Workday
C. When the Employee desires to change the work schedule of employee(s) the Employer, shall, whenever practicable, solicit volunteers from among the group of potentially affected employees, and select from among the qualified volunteers.

The Employer will strive to provide the employee at least fifteen (15) working days prior written notice, but shall, except in emergency situations, give any affected employee whose scheduled is being involuntarily changed no fewer than ten (10) working days written notice of such contemplated change. The provisions of this subsection shall not be used for the purpose of avoiding the payment of overtime.

## ARTICLE 8 <br> LEAVE

## Section 12 Paid Family Medical Leave (PFML) (New Section)

A. Leave granted under the Paid Family Medical Leave Act, M.G.L. c. 175M, which does not otherwise qualify for leave under the FMLA or this Article, shall be used concurrently with the leave granted by this section, to the extent that such leave exceeds the twelve (12) weeks of leave granted by the Federal Law/FMLA.

## HOLIDAYS

## Section 1

The following days shall be holidays for employees:

New Year's Day<br>Martin Luther King Day<br>President's Day<br>Patriot's Day<br>Memorial Day<br>Juneteenth National Independence Day<br>Independence Day<br>Labor Day<br>Columbus Day<br>Veteran's Day<br>Thanksgiving Day<br>Christmas Day

ARTICLE 12
SALARY RATES

## Section 1

The following shall apply to full-time employees:
A. Effective the first full pay period in July 2020 , employees who meet the eligibility criteria provided in Section 2 of this article shall receive a two and one-half percent (2.5\%) increase in salary rate.
B. Effective the first full pay period in July 2021, employees who meet the eligibility criteria provided in Section 2 of this article shall receive a two percent ( $2 \%$ ) increase in salary rate.
C. Effective the first full pay period in July 2022, employees who meet the eligibility criteria provided in Section 2 of this article shall receive a two percent ( $2 \%$ ) increase in salary rate.
D. All employees who are currently active upon the date of signing of the AFSCME CBA MOU, will receive a one-time COVID Recognition Payment of one and one-half percent $\mathbf{( 1 . 5 \%})$ of their base salary. (A minimum amount of $\$ 1,000$ shall be set for the one-time payment.)

## Section 4

A.Under the terms of this Agreement, an employee shall advance to the next higher salary step in his/her job group until the maximum salary rate is reached, unless he/she is denied such step rate by his/her Appointing Authority. An employee shall progress from one step to the next higher step after each fifty-two (52) weeks of creditable service in a step commencing from the first day of the payroll period immediately following his/her anniversary date.
B. In the event an employee is denied a step rate increase by his/her Appointing Authority, he/she shall be given a written statement of reasons therefore not later than five (5) days preceding the date when the increase would otherwise have taken effect. Time off payroll is not creditable service for the purpose of step rate increases, except in circumstances when an employee qualifies for Family and Medical Leave (FMLA) Paid Family and Medical Leave (PFML), or any other unpaid leave take pursuant to Article 8.

## ARTICLE 24 <br> PERSONNEL RECORDS

## Section 4

D. The parties agree that written warnings that have been placed into the personnel record of an employee which are more than two and one-half ( $21 / 2$ ) years old from the date of the issuance of the reprimand, provided there has been no subsequent discipline imposed shall be removed from the personnel record upon the request of the employee, or absent such request, shall be considered removed from the personnel record.

ARTICLE 30

## DURATION

This Agreement shall be for the three-year period from July 1, 2020 to June 30, 2023 and terms contained herein shall become effective on July 1, 2020 unless otherwise specified. It is expressly understood and agreed upon that subject to ratification by the Unit 2 Membership, the predecessor collective bargaining agreement shall be voided and superseded by all aspects of this collective bargaining agreement.

## ARTICLE 31 WAGE REOPENER

In the event that during the term of this Agreement a Collective Bargaining Agreement is submitted by either the Governor, or the Secretary for Administration \& Finance and said Agreement is funded by the Legislature and in the event such Agreement contains provisions for across-the-board salary increases or other economic terms that in the aggregate are in excess of those contained in this Agreement, the parties agree to re-open those provisions of this Agreement to further bargaining.

MEMORANDUM OF UNDERSTANDING<br>between the<br>COMMONWEALTH OF MASSACHUSETTS<br>and the<br>ALLIANCE, AFSCME-SEIU, AFL-CIO<br>UNIT 2<br>Regarding Recruitment and Retention

The parties agree to establish a labor-management committee to identify Unit 2 titles with recruitment and retention concerns and make recommendations to address these concerns. The committee shall consist of up to four (4) representatives selected by the Union and up to four (4) representatives selected by the Employer. The Committee will meet 45 days after ratification with the Class and Compensation Director at HRD and jointly determine the process for analyzing identified classifications utilizing subject matter expertise (including external resources as appropriate) to perform a class and compensation/recruitment and retention study on these specific positions (in addition to positions identified by either party): LPN; Laborer; Trades Worker; Development Services Worker; Facility Service Worker; Mental Health Worker; and Nursing Assistant. Once the study is complete, but no later than 180 days after ratification, the recommendation will be made to the Chief Human Resources Officer in accordance with Article 17 A section 4.
(New Committee)
MEMORANDUM OF UNDERSTANDING between the
COMMONWEALTH OF MASSACHUSETTS and the
ALLIANCE, AFSCME-SEIU, AFL-CIO
UNIT 2
Regarding Medication Administration Program (MAP)

The parties agree to establish a labor-management committee to review all aspects of the current MAP program including but not limited to; efficiency, training, certification process and Supplemental Agreement $O$ to inform discussions for the MAP program in successor agreements. The committee shall consist of up to three (3) representatives selected by the Union and up to three (3) representatives selected by the Employer. The committee shall meet upon request of either party.

## SECTION II ADMINISTRATIVE INSTRUCTIONS

## HR/CMS INSTRUCTIONS

The salary increases for AFSCME-SEIU Local 888 will be automated in HR/CMS. The Human Resources Division will provide departments with both predictive and updated reports in MobiusView that will facilitate the identification of employees receiving July 2020, July 2021, and July 2022 increase in salary rate and the COVID Recognition Payment.

Retroactive payments for July 2020 and July 2021 will also be automated in HR/CMS. MobiusView reports will be provided for departments to verify and approve.

Detailed instructions will be sent out via the HR/CMS Weekly Bulletin and published on the HR/CMS Knowledge Center SharePoint site for core users.

Questions regarding HR/CMS Instructions should be directed by filing a ticket with ServiceNow HR/CMS HR or at 844-435-7629.

## INSTRUCTIONS FROM THE OFFICE OF THE COMPTROLLER

## LCM Instructions

To ensure that funding is fully allocated to departments for the purposes of supporting payments described in this memo, departments are urged to post payments in a fashion that takes advantage of LCM predictive reporting. Depending on the dates entered, postings in HR/CMS will be included on the LCM predictive reports, which are run each Sunday, Monday, and Thursday, and are available online via View/DocDirect the following mornings. Departments can monitor the payroll activity for all payroll accounts by viewing the following LCM Predictive Reports:

- NLCFAR1S Predictive Insufficient Funds Payroll Details
- NLCFAR2S Predictive Insufficient Funds Account Details
- NLCMASDS Appropriation Status Report

For all payments, LCM will distribute according to the employ ee's default distribution record that corresponds to the posting date in HR/CMS. The posting date of Additional pay entries is the current open pay period.

Payments can also be redirected via labor exceptions if authorizing rules are in place. The exceptions must correspond to the posting date. Employees' distribution records and any modifications can be verified in the LCM Employee Activity Folder (EEAF).

Questions regarding LCM Instructions should be directed to the MMARS Helpline at 617-9732468.

## INSTRUCTIONS FROM ADMINISTRATION AND FINANCE

Chapter 76 of the Acts of 2021 include an appropriation (1599-4448) to fund incremental costs of the Alliance, AFSCME-SEIU, Local 888 Unit 2 collective bargaining agreement.

Please address questions on A\&F policies to Sarah Barrese, Fiscal Policy Analyst, at Sarah.Barrese@mass.gov.

## SECTION III



| $\begin{aligned} & B U 0 \\ & (2 A A \end{aligned}$ |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 05A | \$1,195.99 | \$1,218.63 | \$1,241.70 | \$1,265.30 | \$1,289.34 | \$1,313.90 | \$1,338.95 | \$1,364.50 | \$1,390.59 | \$1,417.23 | \$1,445.59 | \$1,474.48 |
| 06A | \$1,235.89 | \$1,258.60 | \$1,281.76 | \$1,305.34 | \$1,329.39 | \$1,353.93 | \$1,378.97 | \$1,404.50 | \$1,430.58 | \$1,457.16 | \$1,486.28 | \$1,516.01 |
| 07A | \$1,265.60 | \$1,290.34 | \$1,315.61 | \$1,341.44 | \$1,367.77 | \$1,394.63 | \$1,422.14 | \$1,450.15 | \$1,478.82 | \$1,508.07 | \$1,538.23 | \$1,568.98 |
| 08A | \$1,293.02 | \$1,319.75 | \$1,347.03 | \$1,374.95 | \$1,403.52 | \$1,432.69 | \$1,462.53 | \$1,493.04 | \$1,524.18 | \$1,556.04 | \$1,587.19 | \$1,618.95 |
| 09A | \$1,338.95 | \$1,368.11 | \$1,397.99 | \$1,428.50 | \$1,459.76 | \$1,491.76 | \$1,524.53 | \$1,558.03 | \$1,592.34 | \$1,627.43 | \$1,660.00 | \$1,693.20 |
| 11A | \$1,432.98 | \$1,466.81 | \$1,501.49 | \$1,537.04 | \$1,573.44 | \$1,610.83 | \$1,650.43 | \$1,692.08 | \$1,734.80 | \$1,778.61 | \$1,814.18 | \$1,850.48 |
| 12A | \$1,492.37 | \$1,527.98 | \$1,564.46 | \$1,601.85 | \$1,640.96 | \$1,682.73 | \$1,725.51 | \$1,769.39 | \$1,814.39 | \$1,860.54 | \$1,897.73 | \$1,935.69 |
| 13A | \$1,563.32 | \$1,600.80 | \$1,640.46 | \$1,682.33 | \$1,725.16 | \$1,769.16 | \$1,814.25 | \$1,860.52 | \$1,907.94 | \$1,956.57 | \$1,995.71 | \$2,035.61 |
| 14A | \$1,625.12 | \$1,671.40 | \$1,719.05 | \$1,768.05 | \$1,818.45 | \$1,870.26 | \$1,923.54 | \$1,978.35 | \$2,034.77 | \$2,092.72 | \$2,134.57 | \$2,177.28 |
| 15A | \$1,707.19 | \$1,757.43 | \$1,809.10 | \$1,862.40 | \$1,917.18 | \$1,973.58 | \$2,031.70 | \$2,091.43 | \$2,153.02 | \$2,216.40 | \$2,260.74 | \$2,305.95 |
| 16A | \$1,799.47 | \$1,854.25 | \$1,910.66 | \$1,968.79 | \$2,028.71 | \$2,090.44 | \$2,154.10 | \$2,219.65 | \$2,287.21 | \$2,356.78 | \$2,403.91 | \$2,451.99 |
| 17A | \$1,907.94 | \$1,964.96 | \$2,023.63 | \$2,084.15 | \$2,146.40 | \$2,210.52 | \$2,276.55 | \$2,344.63 | \$2,414.75 | \$2,486.92 | \$2,536.65 | \$2,587.38 |



## BU 02 Salary Plans

(2AA/AB)

| 05A | $\$ 1,219.91$ | $\$ 1,243.00$ | $\$ 1,266.53$ | $\$ 1,290.61$ | $\$ 1,315.13$ | $\$ 1,340.18$ | $\$ 1,365.73$ | $\$ 1,391.79$ | $\$ 1,418.40$ | $\$ 1,445.57$ | $\$ 1,474.50$ | $\$ 1,503.97$ |
| :---: | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| 06A | $\$ 1,260.61$ | $\$ 1,283.77$ | $\$ 1,307.40$ | $\$ 1,331.45$ | $\$ 1,355.98$ | $\$ 1,381.01$ | $\$ 1,406.55$ | $\$ 1,432.59$ | $\$ 1,459.19$ | $\$ 1,486.30$ | $\$ 1,516.01$ | $\$ 1,546.33$ |
| 07A | $\$ 1,290.91$ | $\$ 1,316.15$ | $\$ 1,341.92$ | $\$ 1,368.27$ | $\$ 1,395.13$ | $\$ 1,422.52$ | $\$ 1,450.58$ | $\$ 1,479.15$ | $\$ 1,508.40$ | $\$ 1,538.23$ | $\$ 1,568.99$ | $\$ 1,600.36$ |
| 08A | $\$ 1,318.88$ | $\$ 1,346.15$ | $\$ 1,373.97$ | $\$ 1,402.45$ | $\$ 1,431.59$ | $\$ 1,461.34$ | $\$ 1,491.78$ | $\$ 1,522.90$ | $\$ 1,554.66$ | $\$ 1,587.16$ | $\$ 1,618.93$ | $\$ 1,651.33$ |
| 09A | $\$ 1,365.73$ | $\$ 1,395.47$ | $\$ 1,425.95$ | $\$ 1,457.07$ | $\$ 1,488.96$ | $\$ 1,521.60$ | $\$ 1,555.02$ | $\$ 1,589.19$ | $\$ 1,624.19$ | $\$ 1,659.98$ | $\$ 1,693.20$ | $\$ 1,727.06$ |
| 11A | $\$ 1,461.64$ | $\$ 1,496.15$ | $\$ 1,531.52$ | $\$ 1,567.78$ | $\$ 1,604.91$ | $\$ 1,643.05$ | $\$ 1,683.44$ | $\$ 1,725.92$ | $\$ 1,769.50$ | $\$ 1,814.18$ | $\$ 1,850.46$ | $\$ 1,887.49$ |
| 12A | $\$ 1,522.22$ | $\$ 1,558.54$ | $\$ 1,595.75$ | $\$ 1,633.89$ | $\$ 1,673.78$ | $\$ 1,716.38$ | $\$ 1,760.02$ | $\$ 1,804.78$ | $\$ 1,850.68$ | $\$ 1,897.75$ | $\$ 1,935.68$ | $\$ 1,974.40$ |
| 13A | $\$ 1,594.59$ | $\$ 1,632.82$ | $\$ 1,673.27$ | $\$ 1,715.98$ | $\$ 1,759.66$ | $\$ 1,804.54$ | $\$ 1,850.54$ | $\$ 1,897.73$ | $\$ 1,946.10$ | $\$ 1,995.70$ | $\$ 2,035.62$ | $\$ 2,076.32$ |
| 14A | $\$ 1,657.62$ | $\$ 1,704.83$ | $\$ 1,753.43$ | $\$ 1,803.41$ | $\$ 1,854.82$ | $\$ 1,907.67$ | $\$ 1,962.01$ | $\$ 2,017.92$ | $\$ 2,075.47$ | $\$ 2,134.57$ | $\$ 2,177.26$ | $\$ 2,220.83$ |
| 15A | $\$ 1,741.33$ | $\$ 1,792.58$ | $\$ 1,845.28$ | $\$ 1,899.65$ | $\$ 1,955.52$ | $\$ 2,013.05$ | $\$ 2,072.33$ | $\$ 2,133.26$ | $\$ 2,196.08$ | $\$ 2,260.73$ | $\$ 2,305.95$ | $\$ 2,352.07$ |
| 16A | $\$ 1,835.46$ | $\$ 1,891.34$ | $\$ 1,948.87$ | $\$ 2,008.17$ | $\$ 2,069.28$ | $\$ 2,132.25$ | $\$ 2,197.18$ | $\$ 2,264.04$ | $\$ 2,332.95$ | $\$ 2,403.92$ | $\$ 2,451.99$ | $\$ 2,501.03$ |
| 17A | $\$ 1,946.10$ | $\$ 2,004.26$ | $\$ 2,064.10$ | $\$ 2,125.83$ | $\$ 2,189.33$ | $\$ 2,254.73$ | $\$ 2,322.08$ | $\$ 2,391.52$ | $\$ 2,463.05$ | $\$ 2,536.66$ | $\$ 2,587.38$ | $\$ 2,639.13$ |



## BU 02 Salary Plans

(2AA/AB)

| 05A | $\$ 1,244.31$ | $\$ 1,267.86$ | $\$ 1,291.86$ | $\$ 1,316.42$ | $\$ 1,341.43$ | $\$ 1,366.98$ | $\$ 1,393.04$ | $\$ 1,419.63$ | $\$ 1,446.77$ | $\$ 1,474.48$ | $\$ 1,503.99$ |
| :---: | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| 06A | $\$ 1,285.82$ | $\$ 1,309.45$ | $\$ 1,333.55$ | $\$ 1,358.08$ | $\$ 1,383.10$ | $\$ 1,408.63$ | $\$ 1,434.68$ | $\$ 1,461.24$ | $\$ 1,488.37$ | $\$ 1,516.03$ | $\$ 1,546.33$ |
| 07A | $\$ 1,316.73$ | $\$ 1,342.47$ | $\$ 1,368.76$ | $\$ 1,395.64$ | $\$ 1,423.03$ | $\$ 1,450.97$ | $\$ 1,479.59$ | $\$ 1,508.73$ | $\$ 1,538.57$ | $\$ 1,568.99$ | $\$ 1,600.37$ |
| 08A | $\$ 1,345.26$ | $\$ 1,373.07$ | $\$ 1,401.45$ | $\$ 1,430.50$ | $\$ 1,460.22$ | $\$ 1,490.57$ | $\$ 1,521.62$ | $\$ 1,553.36$ | $\$ 1,585.75$ | $\$ 1,618.90$ | $\$ 1,651.31$ |
| 09A | $\$ 1,393.04$ | $\$ 1,423.38$ | $\$ 1,454.47$ | $\$ 1,486.21$ | $\$ 1,518.74$ | $\$ 1,552.03$ | $\$ 1,586.12$ | $\$ 1,620.97$ | $\$ 1,656.67$ | $\$ 1,693.18$ | $\$ 1,727.06$ |
| 11A | $\$ 1,490.87$ | $\$ 1,526.07$ | $\$ 1,562.15$ | $\$ 1,599.14$ | $\$ 1,637.01$ | $\$ 1,675.91$ | $\$ 1,717.11$ | $\$ 1,760.44$ | $\$ 1,804.89$ | $\$ 1,850.46$ | $\$ 1,887.47$ |
| 12A | $\$ 1,552.66$ | $\$ 1,589.71$ | $\$ 1,627.67$ | $\$ 1,666.57$ | $\$ 1,707.26$ | $\$ 1,750.71$ | $\$ 1,795.22$ | $\$ 1,840.88$ | $\$ 1,887.69$ | $\$ 1,935.71$ | $\$ 1,974.39$ |
| 13A | $\$ 1,626.48$ | $\$ 1,665.48$ | $\$ 1,706.74$ | $\$ 1,750.30$ | $\$ 1,794.85$ | $\$ 1,840.63$ | $\$ 1,887.55$ | $\$ 1,935.68$ | $\$ 1,985.02$ | $\$ 2,035.61$ | $\$ 2,076.33$ |
| 14A | $\$ 1,690.77$ | $\$ 1,738.93$ | $\$ 1,788.50$ | $\$ 1,839.48$ | $\$ 1,891.92$ | $\$ 1,945.82$ | $\$ 2,001.25$ | $\$ 2,058.28$ | $\$ 2,116.98$ | $\$ 2,177.26$ | $\$ 2,220.81$ |
| 15A | $\$ 1,776.16$ | $\$ 1,828.43$ | $\$ 1,882.19$ | $\$ 1,937.64$ | $\$ 1,994.63$ | $\$ 2,053.31$ | $\$ 2,113.78$ | $\$ 2,175.93$ | $\$ 2,240.00$ | $\$ 2,305.94$ | $\$ 2,352.07$ |
| 16A | $\$ 1,872.17$ | $\$ 1,929.17$ | $\$ 1,987.85$ | $\$ 2,048.33$ | $\$ 2,110.67$ | $\$ 2,174.90$ | $\$ 2,241.12$ | $\$ 2,309.32$ | $\$ 2,379.61$ | $\$ 2,452.00$ | $\$ 2,501.03$ |
| 17A | $\$ 1,985.02$ | $\$ 2,044.35$ | $\$ 2,105.38$ | $\$ 2,168.35$ | $\$ 2,233.12$ | $\$ 2,299.82$ | $\$ 2,368.52$ | $\$ 2,439.35$ | $\$ 2,512.31$ | $\$ 2,587.39$ | $\$ 2,639.13$ |

