

Time Zones and Overlapping

I'm traveling or living in another country. How is the overlapping hours policy?

A minimum of 6 working hours overlapped is required to ensure a smooth team work.

Depending on the role and project, the overlapping hours may be coupled and adjusted to:

- The client's time zone
- The dev team's time zone,
- or what better applies to the case

♥ World time buddy help us all with their solution. Check it <https://www.worldtimebuddy.com> !

Overtime

Everyone is eligible! DevBase allows it for employees who's managers and performance confirms it. Unrequested nor approved Overtime will most like not be paid

Overtime has to be signed off by a Manager before it is worked out, once you were cleared by your Manager and [HRBP](#).

Please consider:

- When submitting hours, help us understand it better by:
 - Add context
 - Split among partners assignments
 - Specify the ones for DevBase
- Follow by completing the <https://airtable.com/shrID3U5Pq60f8lYx>.
 - REMEMBER to complete the amount of hours you worked as overtime (NOT the amount you should get compensated for those hours).
- After the form submission, an email request will be sent to the person in charge to approve the overtime.
- Once the overtime is approved (or rejected) the Team Member will receive a notification accordingly.
- If the request is approved, the respective compensation will be automatically logged in the Team Member's Deel account (You DON'T have to log it anymore).

Math

When submitting Overtime hours, the amount to be paid will be calculated as follows:

$(\text{number_of_overtime_hours} / 174) * \text{current_full_time_compensation}$

Decision Rationale about 174 hours

- For the last couple of years, each year had an average of 260 working days:
 - That means 5 working days from every Monday until every Friday for 52 weeks
 - That means 2080 working hours
 - This excludes any holidays, as we are a global company and this is a baseline
- 260 hours by 8 working hours equals 2080 hours
 - Divided by 12 months is 173.33
 - We rounded up to 174
- Unlike other companies that don't even pay Overtime, we paid it the same rate as the normal working hours
- Overtime is calculated with your current compensation for the month it was worked out, and it excludes any type of bonus.

Besides paid hours, Overtime can also be compensated

- With PTOs taken close to the OT.
- PTOs added to your bucket to be taken when you wish

US Bank Accounts - 100% remote 🎉!

In case you want to open an US bank account, you can find some options here.

Ocean Bank

Send an email to M Lopez explaining that you want to open an account, and give her the following information. You can CC hr@devbase.us if a backup is needed.

Some information about the accounts [here](#)

Process takes at least 1 month

Requirements for personal account:

- a. Copies of Passport, Driver's License, Identity Card of each signer and beneficiaries (if they wish to place one)
- b. Proof of address: (copy of energy and / or telephone bill, or RIF) for each signer.
- c. Copy of the last 3 account statements, or a bank reference letter for each signer.
- d. Personal financial balance with details of equity, income, dividends, etc.
- e. Curriculum Vitae for each authorized signer.
- f. Conference by video call.

Credits to Ignacio Baigorria 🎉!

HSBC Bank NEW Oct 2022

- Only Premier clients from [HSBC](#) bank in Argentina, can seamlessly open an account in a US branch.
Its costless for Premier clients and includes:
 - Savings and Checking account
 - Debit Card (and they send the plastic to Argentina!)
 - Checks
 - 2FA works with local numbers and the address is the same as the Argentinian account

Taxes / Invoicing / Visa requests

In case you need to invoice FTA DevBase or for homeland Tax purposes.

- Legal company name: FTA Devbase LLC (new entity since Dec 2021 after merging DevBase and FTA companies)
- Company type: Limited liability company (LLC)
- Company phone: +1 (214) 624-1007
- Registration number: 87-3219746
- VAT ID: 87-3219746
- State of Incorporation: Delaware
- Country: United States
- State: Nevada
- City: Henderson
- Street: 170 S Green Valley Parkway, Suite 300
- Zip code/Post code: 89012

Refunding Nucleus Studio LLC (deprecated)

In the rare case that's needed, please use the following ACH information for wiring funds:

Bank: JP Morgan Chase
Account Name: Nucleus Studio LLC
Account number: 312277855
Routing number:

- ACH and Direct Deposits: 071000013
- Wire: 021000021

Nucleus Studio LLC (deprecated)

- Legal company name: Nucleus Studio LLC
- Country: United States
- Company Type: S Corporation
- Registration number: 83-1041369
- State of Incorporation: Delaware
- Street: 111 West Wacker Drive, 4607
- City: Chicago
- State: Illinois
- Zip code/Post code: 60601

Hybrid Teams - SEA and LATAM

Cheat-sheet for asynchronous communication teams

Calendar

- Accept or decline invites. If decline, add a note/reason & propose a new time
- Define working hours
- Add OOO events if you are out

Calendly

- Sync it with all your other calendars

Jira

- Keep your tickets updated
- Add comments and questions, frequently.
- Insert video recordings for more clarification (Google Meet and Slack can help on this)

Slack

- Keep your status updated: OOO, Out lunch, AFK, Just mobile, etc.

Communications

- Ensure you have a 100% working microphone
- Too much noise? Purchase a license of [Krisp](#) and expense it using your personal development budget.
- Turn your camera on, unless your connectivity prevents it.
 - Plan B) share your camera on Google Meet but your voice over the phone call

Acquisitions, Resignation and Terminations

Acquisition

Can I be hired directly by the client I'm working on?

Definitely! One of our main benefits as a company for our team members, and as a partners for our clients, is that team members can be directly acquired if all parties agree: Client, Team Member and DevBase.

Resignations

Can I quit before the contract's termination notice of 30 days?

Although you can, we believe that this notice is mainly for your team mates rather than *the Company*.

The main focus is for you to think about the KT and onboarding you had in the past, and try to give the best experience to your successor.

Termination

Can I get laid off like a contractor from one day to the other?

No! We have at least a 30 days/4 weeks termination notice. We will do our best to avoid reaching to this point 🙏 (e.g. executing performance reviews, coaching sessions, trainings).

In the unlikely case in which a client requests a sudden project departure, and we also consider the same for the company, you will still **get paid for that 30 days/4 weeks notice**.

Acquisitions, Resignations and Terminations contract details

What happens to all the expenses I logged so far?

IF the agreement gets terminated due to an acquisition, resignations or terminations prior to 12 months of the following events:

- Latest signed contract, or contract amendment or Statement of Work update

THEN, DevBase is entitled to deduct all reimbursed expenses from the Personal Development Budget and the Remote Work Equipment.

What happens to the PDB expenses spent?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is to reclaim all PDB used and discount it from your last compensation.

What happens to the Remote Work Budget spent?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is to reclaim all RWB used and discount it from your last compensation.

I have unused PTOs, what happens with them?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is not to pay them in your last compensation.

I have unused PTOs, can I take them before leaving?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is not to take them since your current team mates may need you.

What happens to my referral's bonuses?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is to exclude the remaining unpaid ones, from your last compensation.

What happens with any other bonuses?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is to exclude the remaining unpaid ones, from your last compensation.

What happens with any agreed scheduled increment?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is to exclude the remaining unpaid ones, from your last compensation.

What happens with a scheduled 6th bonus or 13th payment?

- It will depend on each case, and will be reviewed **case by case**, but:
- Standard procedure is to exclude the remaining unpaid ones, from your last compensation.

PTOs & Leaves

What is a PTO?

It stands for Paid Time Off. You can see more [here](#). They are generally used for:

- Vacations
- Birthday
- Study or exams
- Parental Leaves
- Paperwork like Visas, etc.

or whenever you need that is not a [Sick Leave](#).

How many PTOs do I have?

24 PTOs a year in your bucket! YES, *almost* 5 WEEKS 🤔

- You can take it at your discretion but follow the process for letting everyone know
- You may use them to match your country's local or US holidays
- Christmas (Dec 24th and 25th) and New year's eve (Dec 31st and Jan 1st) do not discount here 🤔!

How are these PTOs accumulated?

Accrue: The ratio is 1:2. For each worked month, you accrue 2 PTO days.

If you started 📅 Sep 1st, for Dec 1st you'd own 6 PTO days 🤔, since you worked 3 full months.

If you started 📅 Jul 5th, for Feb 5th you'd own 14 PTO days 🤔, since you worked 7 full months.

If you started 📅 Aug 30th, for Dec 30th you'd own 8 PTO days 🤔, since you worked 4 full months.

You can start using them right after the 1st month is completed

- Some exceptions apply such as PTOs agreed to during the hiring process

Taking PTOs

Availability

First of all, you should check your available PTOs to know where you are. In order to do it, just fill 🖐️ [this form](#)!

You will get an email with the list of taken PTOs as you have logged them, as well as a field with the remaining PTOs you have left 🎉!

At the end of the email you will find the link to access your personal PTOs Request Form, please DO NOT share this form with other Team Members.

Plan

Anticipation rules: the more continuous days you want to take, the **longer the anticipation**.

Think it as a Fibonacci-like rule:

Up to # continuous workdays	Workdays ahead to request	Examples
1	3	Want to take a Friday? Ask the Tuesday before Want to take a Monday? Ask the Wednesday before
2	4	Want to take Thursday & Friday? Ask the Friday before Want to take Monday & Tuesday? Ask the Tuesday before
3	5	Want to take Wed, Thur & Friday? Ask the Wednesday before Want to take Monday, Tue & Wed? Ask the Monday before
5	10	Want to take a whole week? Ask 2 workweeks before
10	20	Want to take 2 whole weeks? Ask 4 workweeks before
15	40	Want to take 3 whole weeks? Ask 8 workweeks before
20	?	Say what? Shoot an email to your Manager and HR
24	???	Same 🙌

Regardless if you work on a team that is managed by the Client (like Staff Augmentation clients such as Seven Hills, Envionit, GameOn, SingleMind, Songfinch, etc.), or managed by us (like Dedicated Team such as Bluon, Zone 220, Longevo, Fanalyst, etc), at **DevBase we will always try to comply and support your request.**

PTOs are not automatically approved and must signed off by your Manager first.

When planning your PTOs, it's important to consider the impact it may have on the deliverables and that the affected sprints.

Request and Approval

1. Request your PTOs in writing (English first) and get in sync with your **DevBase Manager** (He/She will get in sync with the client side before gives you the approval).
2. Once your manager gives you the ok, get an evidence to upload in the form (screenshot, pdf, etc)
3. If you're not using the link from the "Available PTOs" email, please fill 🙌 [This Form](#) for the official request.
4. After the form is submitted, we will send an email to you, your manager and the client's manager (if it's requested by the client) and your HRBP for a final review.**Once the review is completed**, you will receive an approval confirmation email with the summary

of the request, and the updated amount of PTOs you have left. And that's it! 🎉 It's been approved!

⚠️ **IMPORTANT:** This final review may take a few days to be completed, please be patient rest assured you will get an answer as soon as possible.

Once approved

It is important to follow the steps below 👉 in order to be transparent and clear about out PTOs for the rest of the company and team mates (and why not, the client as well 😊)

We think you may set better expectations this way for the people that is trying to reach you while you are gone.

We strongly believe you will find less stressful 🙌 emails and chats when you can back from your rest ☂️!

Google Calendar

- Create an Out of Office event for the duration of your PTOs
- Check "New and existing meetings" so all your agenda invites get a cancel notification
- Add a meaningful decline message, so 👉 get that information

Gmail

- Add an OOO or Vacation responder auto reply message ([How to](#) 🗣️)
- Set your starting and end date with a default email subject
- Define a meaningful message looking for a clear and simple explanation about when you are back, and who to contact if needed.
- You can also use this [app](#) (Android) to un-sync your work email during your PTOs

Slack

- Set your status to Vacation/PTOs or create a new one
- Under the clear after field, choose a date and time aligned to your **returning date**
- ⚠️ Tip: Pause the notifications to avoid most of the interruptions during your time off

Calendly

- Although your Calendly account should consider your added 👉 Out of Office in Google Calendar, you can double check it [here](#)
- In case it doesn't work, you can add specific **date ranges** to override your availability [here](#).
- Make sure to delete the availability, so no one can schedule meetings

PTOs - FAQ

Can I take more PTOs than accrued?

Most of the time yes. You will need approval from your Manager to review the project status.

If your PTOs request has 17 days for example, and you only have 14 days accrued, then we have two options:

Discount 3 days from the payment associated to the month on the end of your PTO.

For example, if you take vacations from Jan 17th and you return on Feb 9th, then it will be discounted from February's payment (Paid on early March).

The correct way to make the PTOs request of this example is logging two requests:

- The first request for the 14 PTOs already accrued (type: "Vacations and Holidays" for this example).
- The second request for the 3 PTOs that will be discounted from the payment (type: "Unpaid - Vacations and Holidays" for this example).

Request to work the time equivalent to those 3 days in order to compensate that time just **before** your vacations start.

⚠ This option depends only on the project needs. If not possible, then option 1. applies.

The correct way to make the PTOs request of this example is logging 1 request:

Only one request for the 17 PTOs already accrued (type: "Vacations and Holidays" for this example).

Attach a confirmation from your manager that you already compensate the unaccrued days, or

you will before the PTOs start date.

- The compensated days will not be discounted from your accrued PTOs pool.

Once you have your manager's approval in writing, send an email to hr@devbase.us for us to review (since we have adjust payroll for that time) and then you can use the formal process for PTOs.

How can I take my PTOs, if I agreed vacations during my hiring process?

Lets say you negotiated a 5 days PTO during your interview, and that you are taking these after 20 days in the company: technically you haven't accrued/accumulated any PTOs yet.

But no problem, since it was pre negotiated, those PTOs will be discounted directly from your payment as described in the point 1 from the previous question ("Can I take more PTOs than accrued?").

Is a national holiday in my country, how can I take my PTO?

You can take your national holidays following the standard PTO process described above.

Please confirm you have accumulated them previously. If you haven't ask for an exception.

And always, confirm it with your managers

Is a national holiday on the Client side, what should I do?

You can take that national holidays too, following the standard PTO process. Sometime the client request the team to take it, sometimes it's the same.

Try always to confirm it with you manager (Pro Tip: Add your [country and US holiday schedule](#) to your calendar!)

I am about to turn 1 year at DevBase, what happens with my accrued but unused PTOs?

In a nutshell: nothing 🍷. You don't lose them.

Sick Leaves

How many Sick Leaves do I have?

There is no limit 🥰! We care about you, so in case you are ill or have a sickness let everyone know ASAP.

How can I report my Sick Leave?

- As soon as feel sick, please notify your manager, team and HRBP **ASAP** 🙏 so the planned work can be adjusted accordingly to your needs.
- Your manager or HRBP has to fill 🙏 [this form](#) **for you** 🙏 to submit your Sick Leave! In case you keep feeling sick, keep your manager informed so he can keep everyone updated.

Maternity and Paternity leave

DevBase aims to feel like a community. And a community is some sort of family. That's why we have consider adding a new benefit from now on, for every woman and man willing to became a mother or father, expand their current group and even who is willing to adopt a children (extra Kudos for them 🏡 🙏)

How it works?

End-to-end you can take up to 3 consecutive months since requested

We will give for free, the same amount of **unused/untaken** PTOs so you can stay at home with your newborn and couple the double of time 💕. For example:

- If you have been working with us for 10 months, and hence you accrued 20 PTOs, and has taken already 8 PTOs previously to this request, you have 12 unused PTOs left. We would give you for free (a.k.a. paid 😊) 12 extra PTOs so you can be OOO for 24 workdays!
- If your newborn or couple requires extra love and care 💕 you could request for more PTOs. In this case you can ask you manager and 🙏 [HRBP](#) if that's possible. As mentioned above, you can be OOO up to 3 months, and the PTOs difference can be requested as un-paid PTOs.

FAQ

- This benefit is to be used only for this kind of leave. PTOs accrued by the benefit are not cumulative and can not accrued and hence used for other purposes or timelines outside this request.
- This benefits applies since July 2022 and can not be applied retroactively.

How can I request ANY reimbursement and when it's paid?

Step 1

First of all, if you made any other reimbursement in the past, you can ask for your available budget 🖱️ [here](#) and you will receive an email with all your previous reimbursement information, your remaining available budget and a link to the approval request form with your personal information prefilled.

If you don't need to check your budget, you can use [this form](#) to request the **approval** for all your reimbursements at once (up to 10 reimbursement requests by form).

In this form you will need to complete the details of the reimbursements you are requesting (Description, amount, payment evidence, etc.) so we can evaluate the approval of the request.

To reduce the chance of rejection, and according to the type of expense you will ask for reimbursement, you should take into consideration the following:

- **Personal Development Budget:** If you are not sure your request match with the categories mentioned on this budget description, please contact your HRBP to clarify any doubt.
- **Remote Work Equipment Budget:** Before you make any purchase, please contact your HRBP and have an informal approval in advance.
- **Project and Meetings Expenses:** Before you make any purchase, please contact your PjM or PdM and have an informal approval in advance.
- **Company Meetings:** Before using this category, ask your HRBP.

As soon as you submit the form, you will receive a summary email with all the information you submitted.

The deadline to submit and approve expense requests is every 27th (excepting Feb. which will be on 25th). Otherwise, the expense will be approved and reimbursed the next month.

Step 2...no more steps 🎉!

If your requests are approved, you will receive an email informing you of the approvals ...**AND THAT'S IT!** No more forms (**You don't even need to go to Deel anymore**, we will do all that annoying work for you 🕶️👍).

In case, for any reason, any of your requests would be rejected, you will receive an email explaining the situation and giving you the next steps to resolve the situation.

The approved requests will be paid during the **approved month**.

How to log Expenses - Tutorial

<https://www.loom.com/share/d2ba4d41a748434b8a321e657abc3c71>

IMPORTANT

- Remember to always enter the amounts in USD (this applies to every step of the reimbursement process). If you want to know which exchange rate do you have to use, you can check it below 🖱️

What exchange rate should I use to fill the reimbursement form?

For most countries, you should use the official **seller** exchange rate from the day you paid it cash, or when you paid the credit card.

Please find below country exceptions:

- Argentina: unofficial **seller** exchange rate from sites like [Ambito Financiero](#) (Historic old values [here](#))

Cotización del dólar blue | Pre

Seguí la cotización del dólar blue con el promedio del dólar ámbito. Resumen

06/10/2022 - 10:14		
Variación	Compra	Venta
=0,00%	278,00	282,00

Personal Development Budget (PDB)

Every Team Member has **1,000** USD a year, that can be use for your personal development, whether it is yoga, learning Cantonese, or getting those AWS certifications.

We have covered the following usages:

- English lessons (also Chinese, German or whatever, although we think English should be the top priority)
- Gym or any fitness 🏋️‍♀️🏋️‍♂️🏆
- Studies or Trainings 🧐
 - University or College degrees 🎓
 - Postgraduate courses or degrees 🎓
 - General content subscriptions
- Readings 📖
 - Newspapers 📰
 - Tech magazines 📰
 - Books and eBooks (you can share them too 🙏) 📚
- Health Care (Monthly Plan only - No meds) 🧑🏻⚕️🏥
- Internet Provider 🌐
- Mobile Carrier 📶
- Wellbeing sessions ☺️
 - Chiropractic
 - Osteopathy
- Child or Parental Care 🧑🏻🧑🏻🧑🏻
- Streaming Services 🎬🎵
- Software Licenses 💻

How can I request the reimbursement and when it's paid?

Same as described before at the [general process](#).

⚠️ The cap is 1000 USD every 12 months of being a team member.

Services without receipt Reimbursement

In cases like Streaming Services, where there is not an actual receipt, we can use as evidence a screenshot from the platform billing section, showing the monthly amount of the hired plan and the **Team Member’s Name** in the same screen (examples below).

As another alternative it is also possible to use as evidence an email from the provider where it is shown the Team Member’s personal email and the amount of the platform hired plan.

What does the Equipment/Remote Work Package budget cover?

We can cover up to 💰 **1,500** USD one time only ⚠️. But can be recheck if you have been a while 🕒 with us! So far is every 3 years.

We have covered the following usages:

- Laptops or desktops computers
- Headsets, microphones or webcams
- Screens/monitors
- Desks and chairs
- Keyboards and mouse

Friendly reminder: this is a benefit, and you own these equipment.

How can I request the reimbursement and when it’s paid?

Same as described before at the [general process](#).

⚠️ In case your purchase exceeds the 1,500 USD (iE a MacBook Air that costs 2,400 USD), you should complete the **form** with the cap of 1,500 USD.

Can I buy something used or without an official invoice/ticket?

Yes. But you should provide us the following information ⚠️:

- Unofficial receipt should state your full name and ID number
- ID or serial number of the device
- A photo that shows clearly that ID or serial number

What happens to the Laptop if I quit or get terminated?

If you quit or in the unlikely case your contract gets terminated, and, if 12 month did not yet passed since your **last signed your contract, contract amendment or Statement of Work**, then we are entitled to request the return all of the reimbursed values under the Remote Work Equipment Budget. You can check this clause under 1.7 Termination of Agreement in the contract.

Mac/Apple and PC vendors

Country	Name	Devices	Referred by	Notes
Argentina	Technogoodies	Mac, Iphone, etc	Nehuen David Benitez	Price list

Argentina	TP Tecno	Mac	Alberto Torres	
Argentina	iAR Store	Mac	@Eduardo Pacheco	<ul style="list-style-type: none">• Slack thread• Slack thread
Argentina	Glic	All. Currier from US.	Mariano Cordoba	Slack thread
Colombia	CondorBox	All. Currier from US.	Daniel Padilla	Slack thread
Argentina	Amazon.uk Amazon.es Amazon.de	All	Juan Jose Coello Cabrera	Slack thread
Argentina	Arreglos.ios	Mac	@Emmanuel Chierchie	
Argentina	Hernan	All	Matias Velilla	

Project and Meeting Expenses

Project Per-se

Sometimes we need to purchase for a given project, stuff like:

- Phones
 - Licenses
 - devices
 - etc.
1. [Request the reimbursement as usual](#) and select the this category: **Project Expense**
 2. Don't forget to attach your Manager's approval

Project meetings

Other times the client approved a budget for:

- Lunch or dinner
 - A remote gathering
 - Coworking in person meeting
 - etc.
1. [Request the reimbursement as usual](#) and select the this category: **Project Meeting**
 2. Don't forget to attach your Manager's approval

Company Meetings

When the good times of meeting in person come, we need to pay the bill 😊

Due to the nature of our decentralized structure, we found that the following collaborative approach has given the best results:

1. Get together and share food and drinks 🍷🍷🍷🍷
2. Summarize all the expenses from everyone 💰
3. Split it evenly among all the attendants
4. Each one pays its share with the most convenient way
5. [Request the reimbursement as usual](#) and select the this category: **Company Meeting**
 - a. Don't forget to attach your HRBP's approval or evidence.
6. That's it 🎉