

IBEW Local 1319 Referral Procedures

Effective September 17 ,2026

IBEW Local 1319 referral office hours are 8:00 A.M. to 4:00 P.M. Monday through Friday.

IBEW Local 1319 bidding hours are 4:00 P.M. to 8:00 A.M.

Member Portal (APP): <https://ibew1319.workingsystems.com/>

1. IBEW members registering for employment within the IBEW Local 1319 referral system may register in person at 225 Division Street Kingston, Pa 18704 or online at <https://ibew1319.workingsystems.com/> IBEW members registering in person must provide an original up-to-date dues receipt and letter of introduction from their home local union. In person registration onto the out of work list will only be accepted during the referral office hours. Applicants registering online must follow the link and complete the registration for the member portal. Once registered in our member portal, follow instructions to sign the appropriate book. Travelers will be required to upload a letter of introduction dated within the past two (2) weeks. Once approved, applicants will be able to view their book location and bid on job requests through the member portal. Non IBEW members and IBEW members signing out of classification (or Book 3) MUST sign in-person.
2. Applicants who have a status of working in IBEW Local 1319 jurisdiction must complete and submit a termination notice to register on the out of work list. Termination notice can be found and submitted in the member portal. For travelers, this will include uploading a new letter of introduction dated within the past two (2) weeks. Once approved, applicants will be able to view their book location and bid on job requests through the member portal.
3. Applicants shall be assigned to the highest priority group for which they qualify within the appropriate classification(s) and placed on the appropriate list(s) in chronological order determined by the date and time of original registration. Once approved, applicants can view their position on their appropriate book in the member portal.
4. Job calls/assignments for the next business day will be available for bid from the hours of 4 P.M. through 8 A.M. Job bidding will be done through the member portal.
<https://ibew1319.workingsystems.com/> Applicants who are registered on the out of work list may log in and bid on the job calls for which they qualify. If bidding on multiple job calls, the applicant must select a priority order and confirm each bid. Applicants may view and amend their bid/bids at any time up to the 8:00 A.M. job call cutoff. The applicant with highest chronological position on the highest priority book, will officially be notified on the day of the job call via phone call to the phone number listed at registration for the out of work list. A bid is a binding commitment to take the call. Any applicant who enters a bid, is selected for employment and does not complete the referral process, including reporting for duty on start date, will be removed from the out of work list and must complete a new registration in person for the out of work list to be considered an applicant for employment.
5. Registration on the out of work list(s) shall only be valid until 16th of the month at midnight. If registration occurs within re-sign period between the 10th and 16th of each month, registration will remain valid until the 16th of the following month at midnight. To maintain their position on the referral

list(s), applicants must re-register (re-sign) to confirm their availability for employment between the 10th and the 16th of each month. Re-signing can be done in person during regular referral office hours or through the member portal located at <https://ibew1319.workingsystems.com/>. Failure to re-register (re-sign) between the 10th and the 16th of each month will cause removal from out of work list(s) the 16th at midnight. If removed, an applicant's position is forfeited and the applicant must complete a new registration for the out of work list to be considered an applicant for employment.

6. Applicants' names will be removed from the out of work list when they accept a job assignment through this referral system.
7. Applicants will maintain their position on the out of work list if a referred job assignment is 14 calendar days or less, classifying the assignment as a "short call". If any applicant accepts a "short call" and fails to complete the obligation before completion of the job assignment, he/she will be removed from the out of work list and must complete a new registration for the out of work list to be considered an applicant for employment.
8. An applicant for employment who is referred to a job assignment and receives employment of 14 calendar days or less, through no fault of the applicant's own or is refused by the employer, shall be restored to the position on the list which the applicant held at the time of the job assignment, PROVIDED the applicant shows the appropriate documentation.
9. Any applicant accepting a referral for work by the means explained in this procedure who: 1) quits; 2) is terminated for just cause; or 3) works more than 14 calendar days, must complete a new registration for the out of work list to be considered an applicant for employment.
10. Applicants who become employed: 1) outside of the geographical jurisdiction of Local 1319; 2) within the geographical jurisdiction of Local 1319 by other than a signatory employer; or 3) by signatory employer within the geographical jurisdiction of Local 1319 in other than a Bargaining Unit position, must notify Local 1319 referral office. Failure to do so will result in the applicant needing to register in person to be considered an applicant for employment.
11. Due to the Business Manager's responsibility to fill employer man-power calls in a timely fashion, emergency calls and open calls not filled by the referral procedure which cannot wait another day due to employer needs (as determined by the Business Manager through the referral agent) will be filled using the "traditional" method of "calling" applicants from the referral list in chronological order by priority group. Due to the very nature of emergency calls, if applicants from the referral list cannot be contacted within a reasonable period of time, as determined by the business manager through the referral agent, the referral agent will proceed to the next person on the list to attempt to fill the call.