

**IBEW LOCAL 1393
UNION WORX SYSTEM & PROCEDURE REMINDERS**

REFERRAL HOURS

- *Referral hours are from 10:00am to 3:00pm on regular business days.* (Local 1393 Referral Rules, Approved May 15, 2025). Document submissions and book signs cut off at 3:00pm on regular business days.
- *Dispatcher contact hours are 8:00am – 4:30pm on regular business days.*

REQUIRED DOCUMENTS

- All Applicants *who are members of other IBEW Locals* are required to provide a valid dues receipt (yellow ticket) at the time Applicant registers his or her name on the Out of Work List books.
 - *Active Local 1393 members are not required to submit dues receipts.*
- *All Applicants, regardless of home local affiliation, are required to have a valid Photo ID on file in order to qualify for employment. It is the member's responsibility to ensure that their Photo ID is uploaded into their account.*
- Any Applicants who have qualifying designations (certifications) that Applicant wishes to have included on their “**Union Worx**” account must ensure that such certification is on file.
 - Document submissions may be uploaded to user accounts through the Designations button on the Union Worx App (Located at the very bottom of the App home page).
- Calls may require a specific designation (certification) to be on file in order to bid, per contractor manpower requests.
- Union Worx document submissions and book sign requests are not instant. Dispatch reviews and approves or denies requests throughout the day. *Check your Union Worx account for status updates on designation submissions and book sign requests.*
- *Check your Union Worx account for messages from Dispatch related to document submission errors and/or book sign errors*
- Document submissions and book signs submitted after referral hours end are not processed until the next business day.

OPEN CALLS

Calls that were ran for bid between 4:30pm and 8:00am on any given business day, that did not fill will be considered “open.” *Open calls can be accepted by anyone who was registered on the Out of Work List books and offered the call through the last overnight bidding cycle* by calling Dispatch **between 1:00pm and 3:00pm** on the following business day to accept an “open” call. Applicants must contact Dispatch at **(463) 207-9737**.

UNION WORX ACCOUNT

Your Union Worx account has various notification options available for you. *Please check your account settings and be sure that they are updated to your preferences.*

- New Job Call Notifications
- Job Call Results
- SMS Notifications for Job Call Results
- SMS for Internal Messages
- Resign (Renewal) Notifications

Your Union Worx account will also give you up to date information on job calls, book sign submission requests, designation submission requests, and current place on the Out of Work List books.

If you utilize Union Worx for other IBEW Locals, you must sign out and sign in to each individual Local. *This is not a Local 1393 setting that we can manage for you. It is a universal setting.* Each Local maintains their own account database.

NOTICE TO USERS:

All members who Utilize Union Worx are encouraged to read through Local 1393 Referral Rules, which are available for review in the Resources section of your Union Worx account and are also posted on the Local 1393 website: www.ibewlocal1393.com

Please remember that every Local Union operates independently and it is your responsibility to review and understand the Referral Rules of each Local Union you work out of.