

**University of Kentucky - HR Employment Guidelines  
for Appropriate Pre-Employment Screening  
UK HealthCare, Non-Hospital (Dept #s 7XXXX); Medical Center Physical Plant (3CMXX)**

**Background:**

**Pre-Employment Drug Screen (PDS):** As of May 1, 2005 all individuals not currently employed in a regular (staff & faculty) position are required to successfully complete a PDS prior to starting a regular or residency position in UK HealthCare.

**Pre-Employment National Background Check (PNBC):** As of July 12, 2006, a PNBC is required for all initial hires at the University of Kentucky per Kentucky House Bill 3. This requirement includes regular (staff & faculty), temporary and student positions.

Hire Action Type	Type of UK HealthCare, Non-Hospital Position Offered to Candidate					
	Regular (Staff & Faculty)	STEPS Temporary	Non-STEPS Temporary	Student (including Federal Work-Study & Assistantships)	Residency	Non-Service Fellows
Initial Hire*	PNBC+PDS	PNBC	PNBC	PNBC	PNBC+PDS	None
Rehire - separated more than one year	PNBC+PDS	PNBC	PNBC	PNBC	PNBC+PDS	None
Rehire - separated less than one year	PDS	None	None	None	PDS	None
Transfer - Regular Employee	None	None	None	None	None	None
Transfer - Non-regular Employee	PDS	None	None	None	PDS	None

\* **Initial Hire** is defined as any individual who has never worked for or separates from the University for more than one year.

**Please Note:**

- HR Employment can ONLY process I-9 paperwork for an initial hire whose PNBC has been initiated.
- PDS results are valid for one year. If candidate's original PDS results are older than one year, a repeat PDS is required.
- An international applicant will be required to have a PNBC if they have most recently entered the country over one year ago. This will be verified during HR Employment's completion of the I-9 form, by checking the most recent visa stamp in their passport.

**Additional Information:**

HR Policy & Procedure 11.0 - Pre-Employment Screening: [www.uky.edu/HR/policies/hrpp011.html](http://www.uky.edu/HR/policies/hrpp011.html)  
Pre-Employment Screening Website: [www.uky.edu/HR/Employ/PESCentral.html](http://www.uky.edu/HR/Employ/PESCentral.html)

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