

## University of Kentucky - HR Employment Guidelines for Appropriate Pre-Employment Screening Hospitals (Dept #s HXXXX)

**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 position in a UK hospital.

**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 Hospital Position Offered to Candidate		
	Regular (Staff & Faculty)	STEPS Temporary	Non-Regular
Initial Hire*	PNBC+PDS	PNBC+PDS	PNBC+PDS
Rehire	PNBC+PDS	PNBC+PDS	PNBC+PDS
Transfer - Regular Employee	None	None	None
Transfer - Non-regular Employee	PNBC+PDS	PNBC+PDS	PNBC+PDS

**Non-Regular:** Any position not eligible for benefits (on-call, PRN, pool, non-STEPS temporary, or student).

\* **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.
- PNBC and PDS results are valid for one year. If candidate's original PNBC and/or PDS results are older than one year, a repeat screening 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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