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.

<table>
<thead>
<tr>
<th>Hire Action Type</th>
<th>Regular (Staff &amp; Faculty)</th>
<th>STEPS Temporary</th>
<th>Non-STEPS Temporary</th>
<th>Student (including Federal Work-Study &amp; Assistantships)</th>
<th>Residency</th>
<th>Non-Service Fellows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Hire*</td>
<td>PNBC+PDS</td>
<td>PNBC</td>
<td>PNBC</td>
<td>PNBC</td>
<td>PNBC</td>
<td>PNBC+PDS</td>
</tr>
<tr>
<td>Rehire - separated more than one year</td>
<td>PNBC+PDS</td>
<td>PNBC</td>
<td>PNBC</td>
<td>PNBC</td>
<td>PNBC</td>
<td>PNBC+PDS</td>
</tr>
<tr>
<td>Rehire - separated less than one year</td>
<td>PDS</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Transfer - Regular Employee</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Transfer - Non-regular Employee</td>
<td>PDS</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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

Please Note:
- PDS results are valid for one year. If candidate's original PDS results are older than one year, a repeat PDS is required.
- Candidates who are not US citizens will be required to complete a PNBC only if one year or longer has passed since their original entrance into the US.
- HR Employment cannot process I-9 paperwork for any initial hire whose PNBC has not been initiated.

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)

Contact Information:
E-mail: ukjobs@uky.edu
Phone: (859) 257-3843

Last Updated: 8/3/09