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.

<table>
<thead>
<tr>
<th>Hire Action Type</th>
<th>Type of Hospital Position Offered to Candidate</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Regular (Staff &amp; Faculty)</td>
</tr>
<tr>
<td>Initial Hire*</td>
<td>PNBC+PDS</td>
</tr>
<tr>
<td>Rehire</td>
<td>PNBC+PDS</td>
</tr>
<tr>
<td>Transfer - Regular Employee</td>
<td>None</td>
</tr>
<tr>
<td>Transfer - Non-regular Employee</td>
<td>PNBC+PDS</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:
- 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.
- 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
Pre-Employment Screening Website: www.uky.edu/HR/Employ/PESCentral.html

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