University of Kentucky - HR Pre-Employment Screening (PES) Guidelines
for HealthCare Colleges - Dentistry (7AXXX), Nursing (7EXXX), Pharmacy (7KXXX), Health Sciences (7NXXX),
Public Health (7PXXX) & Center for Clinical Transitional Sciences (7CXXX)
***It is important to note that these guidelines DO NOT include: College of Medicine & Hospital***

PES may include: Pre-Employment National Background Check (PNBC) and/or Pre-Employment Drug Screen (PDS)

<table>
<thead>
<tr>
<th>Type of Hiring Action</th>
<th>Regular (Staff &amp; Faculty)</th>
<th>Temporary (Any position not eligible for full benefits: STEPS, Non-STEPS temporary, Post Doc or student)</th>
<th>Non-Service Fellows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Hire*</td>
<td>PNBC+PDS</td>
<td>PNBC</td>
<td>None</td>
</tr>
<tr>
<td>Rehire - separated more than one year</td>
<td>PNBC+PDS</td>
<td>PNBC</td>
<td>None</td>
</tr>
<tr>
<td>Rehire - separated less than one year</td>
<td>PDS</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Transfer - Regular Employee</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>
</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.
- HR Employment can ONLY process I-9 paperwork for an initial hire whose PES has been initiated.
- An international candidate will NOT require a PNBC if they have entered the country within the past 12 months, however a PDS may be required.

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 designated UK departments.

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 (KRS 164.281). This requirement includes regular (staff & faculty), temporary and student positions.

Additional Information:
HR Policy & Procedure 11.0 - Pre-Employment Screening
PES Screening Website: www.uky.edu/HR/Employment/hiring-officials
Updated: 3/1/16

Contact Information:
Phone: (859) 257-3842
E-mail: PDSemail@email.uky.edu
Updated: 3/1/16