

**University of Kentucky Guidelines**  
**for Appropriate Pre-Employment Screening**  
**PDS (Pre-employment Drug Scening) & PNBC (Pre-employment National Background Check)**

|                                | Initial Regular Staff & Faculty <sup>1</sup> | Non-Regular <sup>3</sup> to Regular Transfer (Regular to Regular) | Rehire If Separated < 1 Year Regular Transfer <sup>7</sup> | Rehire If Separated < 1 Year Regular | New Temporary (Non-HR Temp) <sup>7</sup> | New Graduate Student (GA, TA, RA) | New Student Employee | Work Study | Non-Service Fellows | International Applicant <sup>2</sup> | Nurse Recruitment (New hires & Non-regular <sup>3</sup> to regular transfers) |      |                         |
|--------------------------------|--|---|--|--------------------------------------|--|-----------------------------------|----------------------|------------|---------------------|--------------------------------------|---|------|-------------------------|
| <b>Hospital</b>                | PDS & PNBC                                   | None  | PDS & PNBC <sup>6</sup>                                    | PDS & PNBC <sup>6</sup>              | PDS & PNBC                               | PNBC                              | PNBC <sup>5</sup>    | PNBC       | PNBC                | PNBC                                 | None  | PDS  | PDS & PNBC <sup>6</sup> |
| <b>HealthCare (Med Center)</b> | PDS & PNBC                                   | None  | PDS  | PDS <sup>6</sup>                     | PDS & PNBC <sup>5</sup>                  | PNBC                              | PNBC                 | PNBC       | PNBC                | PNBC                                 | None  | PDS  | N/A <sup>4</sup>        |
| <b>Campus</b>                  | PNBC   | None  | None   | None                                 | PNBC                                     | PNBC                              | PNBC                 | PNBC       | PNBC                | PNBC                                 | None  | None | N/A <sup>4</sup>        |

1. "Initial hire" is defined as any new employee or employee that has been separated from the University for more than one calendar year. As a result, an applicant returning to work within one calendar year will be exempt from the background check, with the exception of regular positions within the UK Hospital.
2. International (non-resident) applicants that have recently entered the country will only require the background check if one year has passed since thier original entrance into the United States. (beginning 12/1/06)
3. A "Non-Regular" employee is defined as an employee not currently receiving benefits (HR Temporary, Student employees, etc).
4. Not Applicable - Nursing Recruitment only fill positions in the Hospital.
5. Temporary employees in UK HealthCare positions do not receive PDS; however, On-Call & Pool positions will require a PDS..
6. UK HealthCare (including Hospital) PNBC results and PDS samples are valid for one year, after which repeat screenings must be completed; additionally, temporary employees being hired at the Hospital may require an Expanded Check if one was not completed previously. (as of 11/1/06)
7. A note regarding resident positions at the UK Medical Center
  - A. Any residents hired prior to the PDS requirement (May 2005) now moving into faculty or regular positions WILL be required to complete a drug screen.
  - B. Any resident hired after May 2005 who completed a drug screen when entering their residency WILL NOT be subject to an additional drug screen when moving into a faculty position.