

**University of Kentucky - HR Pre-Employment Screening (PES) Guidelines  
for Hospital Departments (HXXXX), College of Medicine Departments (7HXXX), Ambulatory Departments (MXXXX),  
Medical Center Physical Plant (3CMXX) & Hospital Volunteers**

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

Type of Hiring Action	Type of Position Offered to Candidate			
	Regular (Staff & Faculty)	STEPS Temporary	Non-Regular <small>(Any position not eligible for full benefits: On-Call, PRN, Pool, Non-STEPS temporary, Post Doc or student)</small>	Hospital Volunteers
Initial Hire*	PNBC+PDS	PNBC+PDS	PNBC+PDS	PNBC+PDS
Rehire	PNBC+PDS	PNBC+PDS	PNBC+PDS	PNBC+PDS
Transfer - Regular Employee	None	None	None	N/A
Transfer - Non-regular Employee	PNBC+PDS	PNBC+PDS	PNBC+PDS	PNBC+PDS

\* **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.
- All screening requirements need to be successfully completed prior to the first day of work/volunteer assignment regardless of type of position.
- 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.
- House Staff (Resident) positions will be treated as "Regular" positions. Therefore, when an employee within a House Staff positions transfers to another "Regular" position, no PES is required unless a separation of employment occurs.

**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.

**Effective March 1, 2016 individuals hired within College of Medicine and Ambulatory departments into STEPS Temporary or Non-Regular position types will require both PNBC and PDS.**

**Additional Information:**

HR Policy & Procedure 11.0 - Pre-Employment Screening  
PES Screening Website: [www.uky.edu/HR/Employment/hiring-officials](http://www.uky.edu/HR/Employment/hiring-officials)  
Updated: 3/1/16

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