## 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)

<table>
<thead>
<tr>
<th>Type of Hiring Action</th>
<th>Type of 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>
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* 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

### Contact Information:
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