

Senate Council Retreat
July 10, 2006

Pre-Employment National Background Check

(The pre-employment national background check (PNBC) practice has been in place for UK Hospital since March 1, 2006.)

Per recently passed legislation from the Kentucky General Assembly (House Bill 3), national criminal background checks will be required of all new employees at state postsecondary institutions on or after July 12, 2006. The law also requires applicants be given the opportunity to disclose criminal history as part of the application process. As a result, background checks are now mandatory for all initial hires at the University of Kentucky on or after this date.

Background checks will confirm applicant identity and provide reporting data on the past seven years of criminal convictions (and/or periods when applicant may have been under court control, e.g., on probation). Standard checks will also check for presence of applicant on national sex offender registry (also a requirement of state law mentioned above). Expanded packages for UK HealthCare employees also provide additional checks for reports of professional misconduct.

Any individual applying for a specific job is made aware (via written notification on the application and in any classified ad for a position) that hiring will be contingent upon successful completion of a background check (and drug screen if UK HealthCare – see below). PNBC results are sent directly to HR screening coordinators, not the hiring department. In reviewing background checks, consideration is given to job relatedness and recency of past criminal offenses, based on HR guidelines. Because applicants are asked to disclose criminal history as part of the application process, the background check should be a process of confirmation, not discovery.

The HR official will contact hiring departments to confirm whether initial hires remain eligible for employment or if the employment offer must be withdrawn, based on the screening results from PNBC.

Background checks (PNBC) will cost hiring departments \$60-80 per check of the final applicant upon offer of employment. Screening results are typically available within two to three business days. Because of the wide variety of hiring situations across the University, departments can contact HR for information about their specific situations.