

## University of Kentucky - HR Pre-Employment Screening (PES) Guidelines - Hospital/Clinical

Departments included: Hospital Departments (HXXXX), Ambulatory Departments (MXXXX), Dentistry (7AXXX), Medical Center Physical Plant (3CMXX), UK Police (3HL00) - Security positions ONLY & Hospital Volunteers

Pre-Employment Screening may include a 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)	Non-Regular/Temporary <small>(Any position not eligible for full benefits: On-Call, PRN, Pool, STEPS, Non-STEPS Temporary, Post Doc or Student)</small>	Hospital Volunteers
Initial Hire*	PNBC + PDS	PNBC + PDS	PNBC + PDS
Rehire - separated more than one year	PNBC + PDS	PNBC + PDS	PNBC + PDS
Rehire - separated less than one year	PNBC + PDS	PNBC + PDS	PNBC + PDS
Transfer - Regular Employee	None	None	None
Transfer - Non-regular Employee	PNBC + PDS	PNBC + PDS	PNBC + PDS

\* *Initial Hire* is defined as any individual who has never worked for the university or has been separated 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.
- 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.
- All screening requirements need to be successfully completed prior to the first day of work for all position types.
- 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.
- Positions with listed driving responsibilities will require a pre-employment motor vehicle record check.

### Background:

**Pre-Employment Drug Screen (PDS):** As of May 1, 2005 all individuals not currently employed in a regular position are required to successfully complete a PDS prior to starting a position in designated UK departments. This requirement includes hospital volunteers.

**Pre-Employment National Background Check (PNBC):** As of July 12, 2006 all initial hires at the University of Kentucky per KRS 164.281 are required to complete a national background check as a condition of employment. This requirement includes all position types as well as hospital volunteers.

### Additional Information:

HR Policy & Procedure 11.0 - Pre-Employment Screening

<sup>1</sup> Only PDS, PNBC is completed by UKPD.