University of Kentucky - HR Employment Guidelines
for Appropriate Pre-Employment Screening
UK HealthCare, Non-Hospital (Dept #s 7XXXX); Medical Center Physical Plant (3CMXX)

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 regular or residency position in UK HealthCare.

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. This requirement includes regular (staff & faculty), temporary and student positions.

Hire Action Type	Type of UK HealthCare, Non-Hospital Position Offered to Candidate					
	Regular (Staff & Faculty)	STEPS Temporary	Non-STEPS Temporary	Student (including Federal Work-Study & Assistantships)	Residency	Non-Service Fellows
Initial Hire*	PNBC+PDS	PNBC	PNBC	PNBC	PNBC+PDS	None
Rehire - separated more than one year	PNBC+PDS	PNBC	PNBC	PNBC	PNBC+PDS	None
Rehire - separated less than one year	PDS	None	None	None	PDS	None
Transfer - Regular Employee	None	None	None	None	None	None
Transfer - Non-regular Employee	PDS	None	None	None	PDS	None

* **Initial Hire** is defined as any individual who has never worked for or separates from the University for more than one year.

Please Note:

● PDS results are valid for one year. If candidate's original PDS results are older than one year, a repeat PDS is required.

● Candidates who are not US citizens will be required to complete a PNBC only if one year or longer has passed since their original entrance into the US.

● HR Employment cannot process I-9 paperwork for any initial hire whose PNBC has not been initiated.

Additional Information:

HR Policy & Procedure 11.0 - Pre-Employment Screening: www.uky.edu/HR/policies/hrpp011.html
Pre-Employment Screening Website: www.uky.edu/HR/Employ/PESCentral.html

Contact Information:

E-mail: ukjobs@uky.edu
Phone: (859) 257-3843

UK UNIVERSITY OF KENTUCKY
Human Resources
Employment