

# University of Kentucky - HR Pre-Employment Screening (PES) Guidelines - Campus (Non-Healthcare)

Departments included: President's area (1XXXX), EVPFA (3XXXX<sup>1</sup>), Research (4XXXX<sup>2</sup>) and Provost/Non-Healthcare colleges (8XXXX)

Pre-Employment Screenings will include a Pre-Employment National Background Check (PNBC).

Type of Hiring Action	Type of Position Offered to Candidate		
	Regular (Staff & Faculty)	Non-Regular/Temporary (Any position not eligible for full benefits: On-Call, PRN, Pool, STEPS, Non-STEPS Temporary, Post Doc or Student)	Non-Service Fellows
Initial Hire*	PNBC	PNBC	None  Non-Service Fellows are <u>not</u> employees and therefore <u>not</u> required to complete pre-employment screenings.
Rehire - separated more than one year	PNBC	PNBC	
Rehire - separated less than one year	None	None	
Transfer - Regular Employee	None	None	
Transfer - Non-regular Employee	None	None	

\* **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 results are valid for one year. If candidate's original PNBC 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.
- All screening requirements need to be successfully completed prior to the first day of work for regular positions. Non-Regular/Temporary positions the PES only needs to be initiated, however the department can implement standards to mimic regular position requirements for PNBC.

## Background:

**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.

## Additional Information:

HR Policy & Procedure 11.0 - Pre-Employment Screening

<sup>1</sup> 3CMXX and 3HL00 (security officers ONLY) will follow the hospital PES requirements due to where their positions are located.

<sup>2</sup> 40550: Center for Applied Energy Research new hires assigned to a specific grant will also require a drug screening as part of their PES.

Updated: 8/2023