

HR GM	HR Mgr	HR AM	HR Spec

MTP

Maintenance Transition Program

Rev. Mar. '17

Guidelines

Eligibility

- TMMK production team members who have been employed by TMMK for at least 24 months.
 - However; if business needs exist, team members who meet the eligibility guidelines (technical degree or 1 yr. of industrial maintenance experience) will be considered immediately (please follow the application process below).
 - Rehired team members may receive credit for previous time at TMMK if they have work experience and/or education in maintenance.
- Group Leaders, Team Leaders and Specialists will transition to a production Team Member if selected to participate in program.
- Must not have corrective action at the Written Reminder level or above within the previous 12 months.
- Must be able to perform essential job functions for General Maintenance.
- May participate in the Promotion Process if the team member is otherwise eligible according to the Promotion Process standards in place at the time of consideration. (Team members may not be promoted across job classifications, i.e. Production to Skilled).
- Team members must meet one of the following for TMMK's electrical certification criteria:
 - 1) TMMK training in skilled courses Electricity I and Electricity II,
 - 2) Credit for Electricity I and Electricity II by examination (test out),
 - 3) Electrical training from school/college outside Toyota and has documentation of an electrical degree, diploma or certification.
 - 4) Journeyman's electrical license from the State of Kentucky (current or expired), or
 - 5) Successful completion of the TMMK Electrical Certification examination.
- Must possess a technical degree and / or, have 3 years of industrial maintenance experience – preferred, but 1 year minimum.

Application Process

- Application must be completed online only. (From TMMK portal, select Human Resources to go to HR Home Page. Under Special Links, select Maintenance Transition Program.)

Assessments and Testing

- Upon completion of online application, team member will be mailed Applicant Performance Assessment to complete. The team member's supervisor will also complete the Performance Evaluation section.
- Applicants must pass a written skills test covering Electrical, Fluid Power, Mechanical and Welding
- If greater than 5 years since degree / experience, candidates are required to successfully pass the Hands On Assessment.
- Scores are valid for 2 years and a team member must wait 2 years before retaking the test.
- Applicants may take courses at BCTC. The team member is responsible for tuition, but may be eligible for reimbursement through the Tuition Assistance program.

Selection and Placement

- Requesting department submits request form for MTP to Human Resources MTP Coordinator
- Candidates are selected from MTP Pool and will be based on highest test score within requesting department. If no candidates are available within the department, then an offer may be extended to the candidate with the highest test score, regardless of department.
- Must be able to perform essential job functions.
- Must have no corrective action at the Written Reminder level or above within the last 12 months.

Performance and Pay

- **1st year, remains a production Team Member at production Team Member pay.** Team members will have a new job code (MTP Apprentice), and service date upon entry into the program.
- Will train in Maintenance, shop will determine shift for training.
- Participants must maintain a “Meets Expectation” or better on their Performance Evaluation in order to remain in the program.
- Unsuccessful candidates will return to production Team Member in their original department and on their original shift. They are eligible to reapply in 2 years.
- End of 1st year – interview with HR, supervisor and department maintenance manager.
- **Start of 2nd year – converted to Skilled Team Member.**
- Pay Increase (if “topped out” PTM, increase to 18 month STM rate)
- Participants may “Opt Out” and return to Production Team Member, and will be placed by HR Staffing.