

**SOP -I-0007 | Incident Fact Finding Report**

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**SOP Type:**  Internal SOP - DELTA-level that does not directly affect entities outside of DELTA  
 External SOP - DELTA-level that affects these entities:  
 Unit SOP - DELTA individual unit(s) affected:

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**Contact:** DELTA Business Office

**Effective Date:** April 1, 2009

**Last revision date:** March 4, 2015

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## 1. Introduction

This SOP is designed to assist supervisors in compiling all necessary documentation and feedback in the event that a malfunction occurs that grossly prohibits the unit's normal production.

## 2. Procedures for completing the Incident Discussion Worksheet

- Supervisors should complete the Incident Discussion Worksheet with the employee(s) involved in order to create a clear account of what happened and why.
- Once completed, the supervisor should submit this worksheet to the AVP of their unit.
- The AVP will sign and submit to the Human Resources Consultant (HRC) in DELTA. The HRC will set up a time to meet with the supervisor to discuss the incident that occurred.
- Together, the HRC and supervisor will determine if further action (such as a Letter of Understanding) is necessary.
  - i) If no further action is necessary, the supervisor will keep the original Incident Discussion Worksheet.
  - ii) If a Letter of Understanding is the next course of action, it will be written by the supervisor and submitted to the HRC, along with the original Incident Discussion Worksheet.
  - iii) The letter will be reviewed by the HRC and submitted to the AVP of Finance & Business. The AVP will discuss the letter with DELTA's Vice Provost.
  - iv) Once reviewed by the Vice Provost, it will be returned to the HRC.
  - v) The HRC will submit to Employee Relations for their review.
  - vi) Once Employee Relations approves the letter, the supervisor will have a meeting with the employee(s) involved in the incident.