

**DEPARTMENT OF WORKFORCE DEVELOPMENT  
ADMINISTRATIVE LAW JUDGE  
UNIFORM PERFORMANCE STANDARDS**

The State of Wisconsin administrative legal system is based on the principle that an independent, fair and competent administrative judiciary will interpret and apply the laws that govern the state consistent with American concepts of justice. The DWD-ALJ decides question of fact and law for the resolution of disputes and is a highly visible symbol of government to the citizens of Wisconsin. These performance standards are intended to state basic principles which should govern the conduct of DWD-ALJs and to provide basic guidance to assist DWD-ALJs in establishing and maintaining high standards of judicial conduct.

1. A DWD-ALJ shall perform the duties of his/her position impartially, competently and diligently.
2. A DWD-ALJ shall maintain order and decorum in the proceedings.
3. A DWD-ALJ shall be patient, dignified, and courteous to litigants, witnesses, lawyers and others with whom the judge deals in an official capacity and shall require similar conduct of lawyers or other representatives, staff members and others subject to the judge's direction and control.
4. A DWD-ALJ shall accord to all persons who are parties to a proceeding, or their representatives, full right to be heard according to the law.
5. A DWD-ALJ shall not initiate, permit or consider *ex parte* communications or consider other communications made to the judge outside the presence of the parties concerning a pending or impending proceeding except where circumstances require *ex parte* communications for scheduling, administrative purposes, settlement purposes or emergencies that do not deal with substantive matters or issues on the merits, or where the judge reasonably believes that no party will gain a procedural or tactical advantage as a result of the *ex parte* communication and the judge makes provisions promptly to notify all other parties of the substance of the *ex parte* communication and allows an opportunity to respond.
6. A DWD-ALJ shall dispose of all judicial matters promptly, officially and fairly.
7. A DWD-ALJ shall diligently discharge assigned administrative responsibilities without bias or prejudice, and maintain professional competence.
8. A DWD-ALJ shall disqualify himself or herself in any proceeding in which he or she cannot perform duties impartially.
9. A DWD-ALJ shall avoid impropriety and the appearance of impropriety in all of their professional conduct. It is not practical to list all prohibited acts. However an ALJ shall not allow family, political or other relationships to influence his or her judgment. An ALJ should not solicit business, employment or other financial gain from a party.

Other DWD Policies Governing All DWD Employees:

- Policy No. 401, Work Rules
- Policy No. 402, Code of Ethics
- Policy No. 403, Political Activity